



Commonwealth of Australia
APSJobs - Vacancies Daily
PS20 Daily Gazette Wednesday - 21 May 2025.pdf

Australian Government

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APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS20 Weekly Gazette Thursday - 22 May 2025.pdf.

The Gazette contains notifications of certain vacancies and employment decisions for APS and some non-APS Commonwealth agencies as required by the Public Service Act 1999, the Parliamentary Service Act 1999, and their subordinate legislation. To know more about these requirements, see <https://www.apsc.gov.au/public-service-gazette-requirements>

These Vacancies Daily will also appear in the Gazette PS20 Weekly Gazette Thursday - 22 May 2025.pdf.

Gazette Lodgement Inquiries

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Vacancies

Vacancy VN-0758706

Australian Children's Education and Care Quality Authority

Closing Date: Tuesday 03 June 2025

Leadership, Quality and Regulatory Support
Quality and Regulatory Support

Job Title	Administration Support Officer
Job Type	Part-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$70,008 - \$84,494
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Hybrid
Office Arrangement Details	work from home or from our Sydney city office 1-5 days a week
Classification	
Position Number	456
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=456

Administration Support Officer

- Help children have the best start in life through high quality education & care.
- Improve outcomes for children and families in early education and care.
- Join an expert team working across governments at the national level.

About [ACECQA](#)

We want children in Australia to have the best start in life through quality education and care. We provide national leadership on the implementation of the National Quality Framework (NQF) and collaborate with the Australian and state and territory governments to:

- implement changes that benefit children birth to 13 years-of-age and their families monitor and promote the consistent application of the [Education and Care Services National Law](#) across all states and territories
- support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Administration Support Officer, Leadership Quality and Regulatory Support Group works across teams and provides a range of administrative and support services to facilitate effective business and program operations, including updating and maintaining systems, records, databases and arranging travel and venue bookings.

This role is part-time (0.6FTE) and fixed term (6 months) role at ACECQA Band 2/3 (\$70,008 - \$84,494).

Duties

Key Accountabilities

- Adhere to the spirit and practice of ACECQA's Code of Conduct, contribute to inclusive and agile performance culture, and role model ACECQA's values and behaviours.
- Provide a range of administrative and support services including, records, diary and inbox management, minute taking, and support with meeting and event coordination.
- Update and maintain records, databases and systems, including learner management and customer management systems, data and records management, complying with administrative systems and processes, to ensure that all information is accurate, stored correctly and accessible.
- Collect and compile information and prepare documentation and correspondence in line with quality and business requirements, to support information flow and inform decision making.
- Assist with routine financial activities, procurement and invoicing, ensuring compliance with standards and procedures.
- Manage tasks and workflow across multiple teams, collaborate with other administration staff and managers to ensure timely and quality delivery of tasks and functions.
- Arrange travel and transport arrangements, and venues and catering for workshops, meetings, and events and assist with event and meeting preparation.
- Respond to in person, electronic and telephone enquiries, and escalate and redirect as required, to ensure timely workflows and the provision of accurate, clear and professional information.
- Work as part of the LQRS team and assist with administrative support across teams as required.
- Develop, maintain and contribute to effective working relationships and professional workplace culture with internal and external stakeholders.
- Other duties as required.

Eligibility

Key Selection Criteria

- Demonstrated experience providing administrative and support services, prepare accurate information, communicate clearly and professionally and maintain effective record keeping practices.
- Demonstrated ability to achieve results through identifying the resources and taking the initiative to complete assigned work tasks.

- Proven ability to quickly develop an understanding of new systems and in using technology in an administrative and support services context, including Microsoft 365 suite, TechOne, Content Manager / TRIM and Savi Travel.
- Demonstrated drive and motivation, with an ability to self-reflect and a commitment to learning.
- Demonstrated ability in cross-team engagement and delivering shared organisational goals and activities.

Notes

How to apply

The closing date for applications is **03 June 2025** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA [Recruitment Candidate Portal](#), navigate to Administration Support Officer vacancy and click **Apply for Job**. The application process will require you to:

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Provide the details of at least two referees who have directly supervised you within the last five years of employment.

All complete applications will be acknowledged.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, 61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=456

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Vacancy VN-0758652

Job Title	Program Support Manager, Centre of Excellence
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	\$94,603 - \$106,034
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2025-093 10395
Agency Website	https://www.aec.gov.au/

Job Description <https://candidate.aurion.cloud/aec/production/vacancies/2912669594625998~1/edit>

The Indigo Product and Design Branch sits within the Enterprise Transformation Group of the Australian Electoral Commission (AEC). The Group as a whole is responsible for planning, designing and providing oversight of the Election Systems Modernisation Program (the Indigo Program) and the agency's transformation agenda.

The Indigo Program is a once in a generation modernisation program to improve the delivery of election and roll management services. This role will contribute to a broad program that will position the agency to handle a significant uplift in their service delivery.

The Service Design & Business Analysis, Centre of Excellence supports the Indigo Program by conducting human resource, forecasting, budget, and talent acquisition activities for Service Designers, User Experience Designers and Business Analysts. Our team sources the correct talent at the right time throughout the lifespan of the Indigo Program in order to successfully achieve business and Program outcomes.

Duties

As the Program Support Manager you will undertake a range of activities to support the effective and efficient functioning of the Service Design & Business Analysis, Centre of Excellence within the Indigo Program. This role is critical to ensuring the successful delivery of the Indigo Program.

You will be responsible for the wellbeing and ongoing administration of the resources within the Centre of Excellence, working autonomously with limited supervision.

You will have excellent relationship management skills, forming and maintaining positive working relationships across the agency. You will be involved in the development and preparation of high-quality and sensitive documentation, including presentations and briefings which will be presented to senior leaders across the Program.

To excel you'll have:

- Experience effectively managing competing priorities, with an ability to remain calm under pressure and respond flexibly to change and uncertainty.
- Excellent written and verbal communication skills, and the ability to effectively communicate information to a range of audiences.
- Proven ability to lead or mentor a team of people to achieve success.
- Confidence and ability to effectively inform, collaborate and negotiate with team members, business areas and external stakeholders at all levels of seniority.
- Strong analysis and investigative skills, with the ability to gather information from a variety of sources, explore new ideas, identify critical gaps and opportunities for continuous improvement.
- Proven ability to make sensitive and complex decisions using professional judgement.

Eligibility

- AEC employees must be Australian citizens.
- Any person who is, and seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.
- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC's statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Keisha Barbara, keisha.barbara@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/2912669594625998~1/edit

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Vacancy VN-0758520

Australian Submarine Agency

Closing Date: Wednesday 04 June 2025

Australian Submarine Agency
Australian Submarine Agency

Job Title	Director Budget and Reporting
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$139,681 - \$167,659
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 2
Position Number	ASA/04308/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description <https://defencecareers.nga.net.au/?jati=75092703-3860-488E-E9B8-E3D79666EEEE8>

Duties

The Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

This is a unique opportunity to directly contribute to work that will impact Australia's strategic and Defence outcomes, and the delivery of a capability that will play a key role in the defence of our country in the decades to come. The Australian Submarine Agency (ASA) Finance Branch supports the Chief Financial Officer and the ASA through the provision of expert strategic support and advice on the development of the acquisition, sustainment and disposal of nuclear-powered submarines (NPS).

We are seeking to fill current EL1 vacancies within the Financial Reporting and Policy Directorate, which is responsible for:

- Development and management of the ASA Financial Framework, Accountability and Authority Instructions (AAls) and Financial Delegations; including policy and guidance.
- Development and implementation of an ASA asset management policy.

- Development, delivery and maintenance of a financial literacy training program for all ASA Officials; including financial delegations, financial frameworks, travel, policy and process.
- Development, management and monitoring of the annual financial statement project plan to support the Public Governance, Performance and Accountability Act (2013) (PGPA Act) reporting obligations; including management of internal resources, ANAO liaison and engagement, updates and reporting to the ASA Audit and Risk Committee and other key stakeholders.
- Development, management and monitoring of the preparation and presentation of monthly and annual financial reporting; including applying a risk based quality assurance processes, compliance with relevant accounting standards and supported by appropriate documentation.
- Review and assess the monthly Business Activity Statement (BAS) and annual Fringe Benefits Tax (FBT) submissions to support the ASA's taxation requirements.
- Support the ASA Finance Branch to introduce Enterprise Resource Plan (ERP) to the ASA and maintain appropriate guidance and documentation of the financial systems where required.
- Preparation of executive briefs and reports on the actual expenditure, ASA Gifts and Hospitality, Grants and travel.

About our Team

As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program. We are a dynamic organisation seeking employees who are agile, innovative and energised by high-paced work.

Our ideal candidates will bring the following attributes and skills to the role.

The successful candidates will be a recognised CA, CPA or equivalent, and demonstrate the following skills and capabilities:

- The ability to develop, guide, mentor and develop people around you to understand their roles, and consistently deliver quality outcomes within strict deadlines and competing priorities.
- The demonstrated ability to cultivate and maintain productive, professional working relationships with internal and external stakeholders through well-developed interpersonal and communication skills.
- Experience in the development, planning, monitoring and management of an entities Financial Framework, including the preparation of training, policy and guidance materials to support Commonwealth Officials to understand their responsibilities when undertaking business activities.
- Experience in the planning, preparation and delivery of all phases of the annual financial statement process, including reviewing quality assurance process, submission of briefing materials and reports for the Executive and Audit Committees.
- An advanced understanding of the International Financial Standards, Public Governance, Performance and Accountability Act 2013, and relevant Commonwealth and legal concepts and issues in the context of complex accounting matters.

Eligibility

Security Clearance:
Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia's nuclear-powered submarine program. Australia's acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=75092703-3860-488E-E9B8-E3D79666EEEE8

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Vacancy VN-0758589

Job Title	Program Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$86,887 - \$93,066
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 5
Position Number	ASA/03858/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description <https://defencecareers.nga.net.au/?jati=19494917-2EE8-DEEC-6ABA-E3D79A35F0A9>

Duties

The Role

Join us and help shape the nuclear powered submarine program via the AUKUS partnership that will transform Australia's economic and national security landscape for decades to come.

We are looking to fill multiple vacancies and are seeking team players who are excited to work on projects that make a lasting impact and support the nuclear powered submarine program!

These roles are all about making an impact and collaborating with various teams to support the development and training of the nuclear engineering, science and technology workforce. Step into an exciting role with these key responsibilities:

- Contribute to the planning and delivery of program management, projects and coordination activities in line with established procedures and performance standards.
- Liaise with internal and external stakeholders on policy, project or operational issues, responding to their needs and expectations.
- Maintain and oversee databases and undertake data quality assurance tasks.
- Respond to stakeholder enquiries via phone, email and written correspondence, including complex non-routine queries.
- Understand the work environment and how daily tasks support the Australian Submarine Agency, recognising the importance of the contribution towards Australia's national security interests.
- Take the initiative to progress work to meet business objectives.

About our Team

The Program Officer roles sit within the primary team responsible for building, developing and

sustaining the organisations nuclear engineering, science and technology and technical workforce of the Australian Submarine Agency.

You will become part of a diverse team dedicated to help grow the workforce, skills and capabilities Australia needs to safely and securely operate, shape and uphold its future fleet of nuclear-powered submarines. You will have the ability to work in fulfilling roles that support career growth while providing the flexibility you need to maintain a healthy work-like balance.

Our Ideal Candidate

We are a fast-paced organisation looking for pro-active, team-oriented individuals looking to make a difference. We value detail-oriented, organised, multi-taskers who are willing and eager to deliver on-ongoing programs.

Our ideal candidates will bring a mix of the following qualities to the role:

- Possess excellent communication and interpersonal skills.
- Have strong stakeholder engagement skills and a demonstrated ability to work collaboratively with a range of people, including at an internal and external senior executive level.
- Exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy.
- Embrace change by working flexibly in a fast-paced, dynamic and ambiguous environment.
- Strives for excellence achieving impactful outcomes.
- Open to personal growth and development, understanding of, and commitment to, a nuclear mindset and the principles within.

ASA is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. Throughout the year ASA, may contact you to reconfirm your interest in roles and update you with relevant information. We request that you keep your contact details up to date and to advise us if your circumstances change, and you no longer wish to remain on the merit pool.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia's nuclear-powered submarine program. Australia's acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our

people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=19494917-2EE8-DEEC-6ABA-E3D79A35F0A9

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Vacancy VN-0758590

Job Title	Manager Data Systems / Business Analyst
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Rockingham WA, Sydney NSW
Salary	\$95,187 - \$108,734
Future Merit Locations	Adelaide, Canberra, Melbourne, Rockingham, Sydney
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 6
Position Number	ASA/03876/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description <https://defencecareers.nga.net.au/?jati=1D6DD637-AE91-CDA8-5DB2-E3D7D19EAF0A>

Duties

The Role

Join us and help shape the nuclear powered submarine program via the AUKUS partnership that will transform Australia's economic and national security landscape for decades to come.

We are looking for motivated and detail oriented individuals to join our dynamic team. You will be part of a fast-paced environment where your work will contribute to meaningful, long-term initiatives that help shape the nuclear powered submarine program and its workforce.

In this role, you will use data systems and business acumen to analyse information, deliver key insights that drive, support, and articulate the nuclear engineering science and technology workforce requirements.

As part of this position, you will take the lead on key areas of focus including:

- Building and maintaining data systems to support the nuclear engineering, science and technology workforce.
- Contributing to the planning and delivery of programs, projects and activities relevant to workforce needs.
- Collaborating closely with multiple teams, including the Competency Framework and Nuclear Engineering, Science and Technology Workforce Analytics teams to monitor and update data to support the operation of the analysis platforms.
- Assisting the team in leveraging workforce data to uncover opportunities, that influence nuclear engineering, science and technology talent sourcing strategies and long-term workforce planning.
- Managing workforce reporting requirements and maintain record keeping to align with organisational standards.

About our Team

This role sits within the primary team responsible for building, developing and sustaining the organisation's nuclear engineering, science and technology and technical workforce of the Australian Submarine Agency.

You will become part of a diverse and geographically dispersed team dedicated to help grow the workforce, skills and capabilities Australia needs to safely and securely operate, shape and uphold its future fleet of nuclear-powered submarines. You will have the ability to work in fulfilling roles that support career growth while providing the flexibility you need to maintain a healthy work-life balance.

Our Ideal Candidate

We are looking for motivated, analytical thinkers who thrive in a forward-thinking environment. We value adaptable, results-oriented individuals who are committed to contributing to a long-term, purpose-driven program.

Our ideal candidates will bring a mix of the following qualities to the role:

- Problem Solver – strong analytical skills, ability to balance big picture thinking with execution-focused delivery
- Adaptable – aptitude to work flexibly in a fast-paced, dynamically changing and ambiguous environment
- Collaborative – works well in teams, promotes team work, values diverse perspectives and builds working relationships
- Strives for excellence – open to personal growth and development, understanding of and commitment to, a nuclear mindset and the principles within
- Stakeholder engagement – ability to influence and engage with stakeholders at all levels

ASA is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies.

Throughout the year ASA, may contact you to reconfirm your interest in roles and update you with relevant information. We request that you keep your contact details up to date and to advise us if your circumstances change, and you no longer wish to remain on the merit pool.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Australian Submarine Agency

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simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1D6DD637-AE91-CDA8-5DB2-E3D7D19EAF0A

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Vacancy VN-0758593

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Rockingham WA, Sydney NSW
Salary	\$120,303 - \$135,701
Future Merit Locations	Adelaide, Canberra, Melbourne, Rockingham, Sydney
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 1
Position Number	ASA/03881/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description <https://defencecareers.nga.net.au/?jati=B23EC891-46DE-86B2-6596-E3D7D2C85585>

Duties

The Role

We are hiring across multiple roles at the EL1 level and are looking for team-oriented, collaborative individuals who are committed to working towards meaningful, long-term initiatives that support the nuclear powered submarine program.

Ready to make a difference? These roles are all about driving impact in key areas, collaborating across functions and working closely with a diverse range of teams to develop, train and maintain the nuclear engineering, science and technology workforce.

You will closely work with others to deliver meaningful outcomes, with key areas of focus including:

Join us and help shape the nuclear powered submarine program via the AUKUS partnership that will transform Australia's economic and national security landscape for decades to come.

- **Leading impactful programs that drive strategic outcomes** – design and deliver professionalisation pathways that focus on building the Australian Submarine Agency's Nuclear Engineering, Science and Technology workforce
- **Designing and implementing forward thinking initiatives that enhance capability and deliver lasting impact** – lead technical upskilling activities by identifying and facilitating training that contributes to building future readiness
- **Contributing to shaping a capable and future ready technical workforce** – via structured planning use sound and proven measures to uplift and grow the specialist workforce required to meet the optimal pathway
- **Driving continuous improvement through effective program oversight** – through targeted interventions deliver key project outcomes and strategic workforce solutions to build deep, diverse and sustainable talent pipelines to achieve a suitable skilled and experienced sovereign workforce

- **Building and cultivating strong professional networks** – through partnerships with government, industry and academic partners, nationally and internationally, develop, enhance and deliver science, technology, engineering and mathematics education and training pathways

About our Team

These Assistant Director roles sit within the primary team responsible for building, developing and sustaining the organisation's nuclear engineering, and science and technology workforce within the Australian Submarine Agency.

You will become part of a geographically dispersed team dedicated to help grow the workforce, skills and capabilities Australia needs to safely and securely operate, shape and maintain its future fleet of nuclear-powered submarines. You will have the ability to work in fulfilling roles that support career growth while providing the flexibility you need to maintain a healthy work-life balance.

Our Ideal Candidate

We are a fast-paced, forward-thinking organisation looking for adaptable, creative thinkers who thrive in a dynamic environment. We value driven, highly motivated individuals who are committed to contributing to a long-term, purpose-driven program. Our ideal candidates will bring a mix of the following qualities to the role:

- STEM expertise – strong background in STEM workforce, leading cross-functional projects
- Adaptable – aptitude to work flexibly in a fast-paced, dynamically changing and ambiguous environment
- Strong project management - ability to translate strategy into actionable projects
- Collaborative – works well in multidisciplinary teams, promotes team work, values diverse perspectives and builds working relationships
- Strategic thinker – understands long-term goals, makes informed conclusions through, analysed data to influence decision makers
- Strives for excellence – open to personal growth and development, understanding of and commitment to, a nuclear mindset and the principles within
- Stakeholder engagement – builds strong relationships, influences internal and external stakeholders including international counterparts and senior executives
- Results oriented – focuses on achieving impactful outcomes and delivering high-quality work
- Strong communicator – exceptional communication skills with the ability to tailor messaging effectively for international audiences

ASA is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies.

Throughout the year ASA, may contact you to reconfirm your interest in roles and update you with relevant information. We request that you keep your contact details up to date and to advise us if your circumstances change, and you no longer wish to remain on the merit pool. **Eligibility**

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia’s nuclear-powered submarine program. Australia’s acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B23EC891-46DE-86B2-6596-E3D7D2C85585

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Vacancy VN-0758600

Job Title	Program Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Rockingham WA
Salary	\$95,187 - \$108,734
Future Merit Locations	Rockingham, Adelaide, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 6
Position Number	ASA/04023/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description <https://defencecareers.nga.net.au/?jati=D66A4A2C-1E6B-43D9-1436-E3D7D3D536A3>

Duties

The Role

Join us and help shape the nuclear powered submarine program via the AUKUS partnership that will transform Australia's economic and national security landscape for decades to come.

We are looking to fill multiple vacancies across multiple teams at the APS 6 level. We are looking for team players who are excited to work on projects that make a last impact and support the nuclear powered submarine program.

These roles are all about making an impact and collaborating with various teams to support the development and training of the nuclear engineering, science and technology workforce.

We have exciting opportunities across several vibrant teams - including the Education, Skilling, Capability and Pathways, STEM Workforce & Capability and the Technical Program Assurance.

Step into an exciting role with key areas of focus including:

- Managing technical upskilling activities by identifying and facilitating training that contributes to achieving a suitable skilled and experienced sovereign workforce.
- Delivering programs to build deep, diverse and sustainable Nuclear Engineering Science Technology talent pipelines.
- Leading projects by making decisions on tasks/assignments with considerable complexity and sensitivity.
- Building and managing stakeholder relationships, anticipate and respond to stakeholder expectations to achieve a positive working environment, including within the tri-lateral/international space.
- Co-ordinating contract management including developing tender documentation and managing selection processes.

- Understanding the work environment and how internal operations support the Australian Submarine Agency, recognising the importance of the contribution towards Australia's national security interests.

About our Team

The Program Manager roles sit within the primary team responsible for building, developing and sustaining the organisations nuclear engineering, science and technology and technical workforce of the Australian Submarine Agency.

You will become part of a diverse dedicated to help grow the workforce, skills and capabilities Australia needs to safely and securely operate, shape and uphold its future fleet of nuclear-powered submarines. You will have the ability to work in fulfilling roles that support career growth while providing the flexibility you need to maintain a health work-like balance.

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

We are a fast-paced organisation looking for driven, outcome-focused individuals looking to make a difference. We value motivated team-leads, who are willing and eager to deliver on-ongoing programs.

Our ideal candidates will bring a mix of the following qualities to the role:

- Strong analytical, research and problem-solving skills to address changing policy and program requirements;
- Demonstrated skill in establishing and building relationships with internal and external stakeholders;
- Excellent written and verbal communication skills, including attention to detail and the ability to work in multidisciplinary teams
- Effectively manage competing responsibilities within the context of defined timeframes;
- Exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy.
- Embrace change by working flexibly in a fast-paced, dynamic and ambiguous environment.
- An understanding and/or experience of the STEM workforce across the Defence eco-system
- Open to personal growth and development, understanding of, and commitment to, a nuclear mindset and the principles within.

ASA is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. Throughout the year ASA, may contact you to reconfirm your interest in roles and update you with relevant information. We request that you keep your contact details up to date and to advise us if your circumstances change, and you no longer wish to remain on the merit pool. **Eligibility**

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1"

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D66A4A2C-1E6B-43D9-1436-E3D7D3D536A3

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Vacancy VN-0758715

Job Title	Procurement Trade Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5;APS Level 6
Position Number	2025/077
Agency Website	www.finance.gov.au

Job Description

<https://financejobs.nga.net.au/cp/>

ABOUT THE BRANCH

The Procurement Policy and Systems Branch is responsible for procurement policy development, providing advice to the Government on the procurement policy framework and developing supporting guidance for Commonwealth entities. The Branch also provides technical advice to support international free trade negotiations, supports the implementation of Australia's government procurement obligations, and provides advice on domestic policy implementation, with respect to our international obligations.

To simplify procurement for both suppliers and Commonwealth government entities, the branch develops and maintains Whole of Government contracting and grants systems, tools and templates, including AusTender, Dynamic Sourcing for Panels (DS4P), Contractor Reporting, Integrity Information Solution (CRIIS), GrantConnect and the Commonwealth Contracting Suite.

Duties

THE OPPORTUNITY

We are seeking a high-performing and enthusiastic officer at either the APS 5 or APS 6 level, with an interest or previous experience in procurement or international trade to join the team!

Reporting to your Assistant Director, as a Policy Officer/Senior Policy Officer you will be responsible for:

- Participating in international trade negotiations and other commitments in respect of Australia's procurement policies. This may include:
 - working closely with the Department of Foreign Affairs and Trade to provide technical assistance
 - fulfilling reporting obligations associated with agreements (as well as advising the States and Territories on the obligations)
 - developing and participating in knowledge sharing, or cooperation activities with trade partners.

- Providing strong written and verbal guidance on the application of the Commonwealth Procurement Framework, including in respect of how new policies interact with the Framework.
- Working proactively and collaboratively with internal and external stakeholders, including from other government agencies and industry.
- Developing high quality briefing materials for senior Finance officials, Ministers, parliamentary committees and the media.
- Contributing to the development of the Commonwealth Procurement Framework, including contributing to the development of guidance and advice in response to queries from entities.

This role may include domestic and international travel.

If you are interested in:

- working in a central Commonwealth public service agency;
- broadening your policy development and negotiation capabilities;
- engaging with a broad range of industry and entity stakeholders; and
- engaging with a wide range of APS-wide stakeholders;

then this may be the opportunity for you.

You will have access to a range of professionalisation opportunities to help enhance your skills, leadership and expertise.

We offer a career pathway with comprehensive professionalisation and skilling programs to support your development and career, and we offer an ability to work with visionary and experienced procurement specialists.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page. **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

As a central agency of the Australian Government, the Department of Finance (Finance) plays an important role in assisting government across a wide range of policy areas to ensure its outcomes are met. Finance supports the government's ongoing priorities through the Budget process and fosters leading practice through the public sector resource management, governance and accountability frameworks. Finance plays a leading role in advising the government on many of its strategic priorities. We do this through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	Jessica Wilson, 0439952573
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0758514

Department of Home Affairs

Closing Date: Tuesday 03 June 2025

Legal
Privacy, FOI & Records Management Business Improvements

Job Title	Tribunal File Release (TFR) Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - NSW NSW
Salary	\$76,863 - \$82,906
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 4
Position Number	137981
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137981/>

The mission of the Privacy, FOI and Records Management Branch is to be a trusted leader in privacy, Freedom of Information (FOI) and records management while also legally and ethically maintaining the integrity of information held by the department, and supporting the community's right to access information.

The branch works across all areas of the department to ensure information is handled as a key strategic and operational business asset and managed in accordance with legislative and business requirements to support accountable, effective evidence-based decisions. We deliver advice, frameworks and services that promote the legal, ethical, accountable and transparent use and disclosure of information and by doing so, support the broader mission of the Department of Home Affairs.

The Business Improvement Section supports and develops whole-of-branch enterprise communications and information governance activities. The section manages projects to improve branch processes, systems and client engagement including the provision of client Administrative Review Tribunal (ART) file requests. For this role, candidates will be part of the Tribunal File Release team managing direct access to file requests by clients seeking a merit review with the Administrative Reviews Tribunal (ART).

Our ideal candidate

Are you enthusiastic and highly organised with great people skills? If this sounds like you, then we encourage you to submit your application for APS4 Tribunal File Release Officer roles. We are looking for high-performing candidates who are committed to achieving results in a rapidly evolving environment. Our ideal candidates are flexible, resilient and highly motivated, have strong decision-making skills and are committed to providing high quality results. You will be self-driven and demonstrate an ability to undertake the duties/responsibilities as outlined below.

As a Processing Officer, you must be able to positively contribute in a team environment, display integrity, high ethical standards, have good judgement, well developed written communication skills and careful attention to detail to make lawful decisions confidently and decisively, undertaking analysis and drawing accurate conclusions based on evidence. You will thrive working in a rapidly evolving and forward thinking environment, have highly developed organisational and communication skills, and be competent in use of computers and learning new systems.

Duties

TFR Processing Officers in the Tribunal File Release Team significantly contribute to the day-to-day-service delivery of the ART program. As part of the team, Processing Officers will report to a Team Leader and assess a wide range of document requests, compiling and reviewing materials to deliver high quality outcomes in response to Tribunal File Requests. The work is high volume and in a fast paced environment, and Processing Officers need to be flexible to respond to changing demands in workload.

While employees at the APS4 level work under the general supervision and direction of a line manager, and are part of a team, they are expected to be able to work independently to manage their own workload to contribute to the delivery of the business objectives of the section.

We are looking for candidates who have the ability to:

- Interpret and apply legislation, guidelines and policy instructions to process requests and make high quality Tribunal File Release decisions.
- Plan and action work allocations in accordance with established/changing priorities and manage individual workflows.
- Communicate with applicants, liaise and consult with internal and external stakeholders to facilitate the management of the ART caseload.
- Achieve high-quality results within statutory timeframes, with excellent attention to detail.
- Be self-motivated, committed and possess strong communication, organisational and interpersonal skills.
- Identify and escalate sensitive or complex requests for appropriate treatment to their Team Leader.
- Assist with and undertake testing activities and reporting projects as required.
- Have practical and demonstrated experience in the use of systems (Adobe, MS Outlook, MS Teams etc) to support administrative tasks that are considered essential for success in this role.
- Have strong commitment to the principles of Government transparency and accountability.

Additional information

When you join our team, you're not just stepping into a role - you're stepping into a supportive and collaborative environment that's committed to helping you succeed. We offer:

- Comprehensive on the job training to set you up for success from day one
- Ongoing professional development opportunities to grow your skills and career
- Supportive leadership and a team that values inclusion, collaboration and innovation
- Access to wellbeing programs and flexible work options that help you balance work and life
- A chance to make meaningful contributions that have real impact on the community

We're invested in your growth and wellbeing - because when you thrive, so do we. **Eligibility**

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Daniel Bush, 0408 247 757
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137981/

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Vacancy VN-0758515

Department of Home Affairs

Closing Date: Tuesday 03 June 2025

Character Cancellation & Case Res
Character & Cancellation Various

Job Title	Assistant Director, Character and Cancellation
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA
Salary	\$115,443 - \$134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	137769
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137769/>

The Immigration Compliance Group is a dynamic work environment, bringing together various immigration compliance and status resolution immigration functions under one umbrella, working collaboratively across the department and the Australian Border Force (ABF). The Group is focused on implementing and enhancing compliance and status resolution programs, and supporting the development and delivery of operational policy frameworks. Our work directly contributes to achieving the Government's objective to maintain confidence in Australia's migration and humanitarian programs.

Several vacancies exist within the Character and Cancellation Branch in the Character, Cancellation and Case Resolution Division. The branch is a fast-paced work environment with a unique blend of program delivery, caseload management, program management and capability support including training and quality assurance. Our unique selling points include:

- the breadth and variety of work and caseloads
- the positive team environment and flexible work arrangements
- opportunities to engage with a large stakeholder cohort including external to the department.

The branch is responsible for protecting the Australian community and maintaining the integrity of,

and public confidence in, the broader migration program through the effective application of visa cancellation and refusal treatments for non-citizens who are of character or security concerns, are non-compliant with their visa conditions or have committed migration fraud.

Our ideal candidate

We are seeking highly motivated and experienced professionals to join our team at the Executive Level 1 (EL1) in the Character and Cancellation Branch. In this leadership position, you will play a key role in driving strategic outcomes, managing complex work programs, providing high-level advice to senior executives and stakeholders, and preparing complex decision records and submissions.

As an EL1 in the Character and Cancellation Branch, you will lead a team or a significant work stream, exercise considerable autonomy, and contribute to shaping the direction of your section and branch. Your ability to think critically, communicate effectively, and deliver results will be essential to your success.

Further information can be found in the [Candidate Information Pack](#). **Duties**

- Collect documents relevant to character consideration.
- Process a range of clients to identify eligibility for character cancellation consideration.
- Issue notices of intention to consider cancellation to clients.
- Prepare, provide advice or quality assurance on issues papers and statements of reason consistent with current case law principles and policy for submission to the minister or the minister's delegate.
- Prepare files, ministerial schedules of cases, and process referrals from visa processing officers, detention centres and other business areas.
- Draft submissions, issues papers and statements of reasons.
- Provide caseload breakdown reports and analysis to local management as required.
- Maintain relevant knowledge of case law, the Migration Act 1958, legislative amendments and policy objectives affecting the caseload.
- Identify emerging trends and issues when processing cases and maintain National Character Consideration Centre (NCCC) staff awareness of trends.

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

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To Apply

Position Contact	CACB.Workforce@homeaffairs.gov.au, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137769/

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Vacancy VN-0758696

Department of Home Affairs

Closing Date: Tuesday 03 June 2025

Group Manager Legal
Migration & Citizenship Litigation Community Safety Order (CSO) Taskforce

Job Title	Principal Legal Officer
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA, Various locations - SA SA, Various locations - NT NT, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - TAS TAS
Salary	\$157,938 - \$177,318
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 2
Position Number	137893
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137893/>

On 8 December 2023, the Migration Amendment (Bridging Visa Conditions and Other Measures) Act 2023 (Cth) came into effect. Relevantly, this Act inserted Division 395 into the Criminal Code. Division 395 establishes the Community Safety Order Scheme (CSO Scheme), which empowers the Minister for Immigration to apply to a Supreme Court of a State or Territory for a Community Safety Order (CSO) for Community Safety Orders (CSOs) in respect of non-citizens previously convicted for a "serious violent or sexual offence" or a "serious foreign violent or sexual offence" where their circumstances meet other statutory conditions.

There are two types of CSOs available under the scheme, namely:

- Community safety detention orders (CSDO), the effect of which is to commit a person subject to such an order to detention in a prison for the period the order is in force.
- Community safety supervision orders (CSSO), the effect of which is to impose on a person residing in the community who is subject to such an order of certain conditions, the contravention of which is an offence.

The CSO Taskforce was established to administer the new Commonwealth Community Safety Order Scheme. The work of the Taskforce includes assessing matters against the requirements of the CSO Scheme for consideration of an application; conducting work for the purpose of the consideration of a potential application and in preparation of a potential application, managing the proceedings if an application is made in partnership with and by instructions to external legal services providers, and advising on or enabling the work of program and operational areas related to the implementation of the scheme.

Our ideal candidate

This is a rare opportunity to do quasi-criminal and administrative law work focused on protecting the Australian Community, while considering novel and complex legal and policy issues to contribute to solving them.

Capabilities:

- Exceptional technical legal skills including interpreting legislation and judgments
- Critical thinker and creative problem-solver. Ability to rely on knowledge and experience to analyse complex legal issues with operational implications, and contribute to the development of solutions
- Experience in managing complex and high profile litigation and providing legal advice or other legal services
- Ability to communicate complex legal information and advice it's implications of that information in a persuasive and concise matter to a range of audiences
- Responsive to change and flexible, and able to work under pressure
- Ability to provide leadership and meaningful direction and support to teams and create a supportive, collaborative work environment
- Ability to effectively exercise high level judgement and common sense in litigation related matters.

The following skills will be considered highly advantageous:

- Critical and creative thinking
- Excellent interpersonal skills
- Exceptional communication skills, both written and oral
- Leadership skills
- Project managing skills to progress complex and dynamic litigation and related work.

Duties

- Provide effective leadership to and management of the relevant Section
- Ensure that the arguments made before the Courts are consistent and in compliance with the Legal Services Directions 2017
- Provide legal advice on complex or highly sensitive matters including advising on minimising legal risk
- Provide instructions to the Department's external legal service providers
- Provide support to the Assistant Secretary and General Counsel as and when required and have an understanding of the strategic and operational issues of significance to the work of the Taskforce
- Maintain productive relationships with internal client areas, other Commonwealth stakeholders and external legal service providers.

Essential Qualifications:

- A degree in law from an Australian university, or a comparable overseas degree which is recognised in Australia for admission to practice
- Practising Certificate or eligibility to attain one.

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Josefina Wellings Booth, 02 6264 1200
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137893/

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Vacancy VN-0758717

National Library of Australia

Closing Date:Monday 02 June 2025

Engagement Reader Services

Job Title	APS4 - Senior Library Officer, Out of Hours
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$75,936 - \$81,994
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	On Site
Office Arrangement Details	On site only
Classification	APS Level 4
Position Number	104043
Agency Website	

Job Description

<https://nla.nga.net.au/cp>

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

Duties

The National Library of Australia is seeking to fill the part-time role of **Senior Library Officer, Out of Hours (APS4)** in the Reader Services Section in Engagement Branch.

Join our team as a dedicated Senior Library Officer specializing in out-of-hours operations. In this exciting role, you'll be integral to delivering efficient services across our Reading Rooms and our Ask a Librarian service during evenings and weekends.

As a valued member of our team, you'll be at the forefront of delivering customer-centric reference services within our Library's reading rooms. Your duties will include addressing enquiries both onsite and through our online and phone reference channels, as well as assisting users in navigating Library equipment, systems, and services.

You'll have the opportunity to foster relationships both within and outside the organization, bring forth innovative ideas, and actively contribute to implementing service enhancements and workplace advancements.

Join us and be part of a dynamic team dedicated to connecting with communities.

This role includes regular evening and weekend work undertaken during the Library's advertised reading room opening hours.

Eligibility

Success in this position requires qualifications or equivalent experience in Information Management, Arts, Humanities, Social Sciences, or related fields.

Applicants should be Australian citizens to be eligible for APS employment.

The preferred applicants will be required to successfully undergo a police record check and must be willing to disclose all relevant and required information.

Notes

We encourage applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the National Library of Australia

To Apply

Position Contact	Alex Cameron, (02) 6262 1684
Agency Recruitment Site	https://nla.nga.net.au/cp

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Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 04 June 2025

Biosecurity Operations
Mail Policy & Operations & Finance Data & Automation

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$124,861 - \$134,295
Future Merit Locations	Canberra, Adelaide, Brisbane, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2025/1512
Agency Website	https://www.agriculture.gov.au

Job Description

<https://www.agriculture.gov.au/about/jobs/apply>

Who we are

The Mail Policy & Operations & Finance Branch within BOD encompasses sections including mail policy and operations, divisional finance and cost recovery, governance and planning, change and communications, project management, information communications technology reform, divisional data and automation capability.

The BOD Data & Automation (BDA) Section oversees the divisions investment in, and adoption of, automation solutions that increase efficiency and accuracy and improve staff experience. The section also delivers divisional data capability including reporting and analysis that connects decision makers to insights that better inform their decisions. These capabilities are supported by a project management framework and business analysis.

Duties

The Job

The duties of the role include, but are not limited to:

- managing data analysis and reporting activities in the area of biosecurity
- developing strategies and tools to report on the department's ability to meet regulatory performance standards
- providing strategic advice to divisional leadership based on evidence and statistics
- providing data and analysis to support discussions related to workforce requirements and recruitment activities against maintenance of published service standards
- providing a high level of leadership and management to teams, including building staff capability
- working collaboratively across relevant divisions and other policy areas to deliver the division's business
- exercising a high level of judgement and expertise to interpret and analyse biosecurity data
- promoting the APS Values, the APS Employment Principles and compliance with the Code of Conduct.

Please note that this role may be able to be **performed from any of the locations listed above**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

For further information on the work of our department please click [here](#) .

Eligibility

What we are looking for
Knowledge and experience

- Demonstrated experience in interpreting data to deliver actionable insights and reporting products that inform decisions at operational and executive levels.
- A demonstrated understanding of best practice related to performance reporting and data governance standards.
- Experience in using Power BI together with a strong understanding of the capabilities, opportunities and limitations this platform provides.
- Experience in leading a diverse and geographically dispersed team of employees whilst inspiring a sense of purpose and managing performance in a technical and regulatory environment.
- Operational experience in a regulatory environment (desirable but not mandatory).

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/about/careers/continuing-serve-vetpaths-support-pathway-veterans-new-australian-public-service-aps>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Olivia Jones, 0481 198 982
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0758724

Job Title	Data Specialist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$95,438 - \$108,360
Future Merit Locations	Canberra, Adelaide, Brisbane, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/1513
Agency Website	https://www.agriculture.gov.au

Job Description

<https://www.agriculture.gov.au/about/jobs/apply>

Who we are

The Mail Policy & Operations & Finance Branch within BOD encompasses sections including mail policy and operations, divisional finance and cost recovery, governance and planning, change and communications, project management, information communications technology reform, divisional data and automation capability.

The BOD Data & Automation (BDA) Section oversees the divisions investment in, and adoption of, automation solutions that increase efficiency and accuracy and improve staff experience. The section also delivers divisional data capability including reporting and analysis that connects decision makers to insights that better inform their decisions. These capabilities are supported by a project management framework and business analysis.

Duties

The Jobs

The duties of the roles include, but are not limited to:

- turning complex biosecurity data into clear information and insights
- writing or amending scripts and code (e.g., SQL, DAX, M Query) to source and combine data from various sources
- interpreting requirements of operational, policy and executive business areas to create fit for purpose products to inform decision makers
- collaborating with various stakeholders to deliver high quality, self-service capabilities and products in line with departmental guidelines
- utilising different data sources to produce visualisations, presentations and reports
- developing, building, adapting and troubleshooting data products, including those built by other team members
- supporting the validation and quality assurance process for products built by other data practitioners in the team
- contributing to briefings such as senate estimates, annual reports, question time briefs, ministerial, media releases and industry advice notices
- documenting methods and processes with a focus on repeatability and consistency
- developing and maintaining relationships with data practitioners across the organisation.

Please note that this recruitment process will initially be used to fill **four vacancies in the section** and that the roles may be able

to be **performed from any of the locations listed above**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

For further information on the work of our department please click [here](#).

Eligibility

What we are looking for

Knowledge and experience

- Qualifications or proven experience in one or more of the following: SQL, DAX, M Query and/or PowerBI.
- Demonstrated experience understanding business processes and converting data into actionable insights to inform decisions at operational and executive levels.
- Operational experience in a regulatory environment (desirable but not mandatory).

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/about/careers/continuing-serve-vetpaths-support-pathway-veterans-new-australian-public-service-aps>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Olivia Jones, 0481 198 982
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0758714

Administrative Review Tribunal

Closing Date: Wednesday 04 June 2025

Finance and Analytics Branch Business Intelligence

Job Title	Director, Business Intelligence
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	\$140,890 - \$160,176
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	40874
Agency Website	https://www.art.gov.au/

Job Description

<https://art.bigredsky.com/page.php?pageID=106>

Join our team as a EL2 – Director, Business Intelligence!

This exciting ongoing role within the Finance and Analytics Branch at The Administrative Review Tribunal offers flexibility and can be located in Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Sydney, or Perth.

About the opportunity:

Reporting to the Chief Finance and Analytics Officer the Director Business Intelligence will lead the ART's business intelligence (BI) section and drive the development and review of the ART's caseload strategy.

You will be required to collaborate with operational, data and information areas across the ART to capture relevant organisational data and provide analysis and reporting to support effective planning and decision making. In particular, you will be responsible for developing and delivering whole-of-caseload recommendations, monitoring performance against key organisational measures, and delivering high-level insights.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity.

We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on [our website](#).

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- Employee Assistance Program for you and your family
- positive and inclusive culture.

Read our [Enterprise Agreement](#) for more information about our terms and conditions of employment. **Duties**

- **Caseload Strategy:** Develop recommendations for whole-of-caseload strategy to support the ART's statutory objective, informed by the development and critical analysis of relevant data sources, including from decision-making agencies, as well as ongoing monitoring and review.
- **Organisational Performance Analysis:** Monitor organisational performance against established performance measures, analysing data to develop actionable insights that support continuous improvement and informed decision-making.
- **Data Integration and Analysis:** Collaborate across corporate and operational areas to identify and integrate data sources, ensuring the delivery of comprehensive, high-level analysis and insights that address business needs and priorities.
- **Stakeholder Management and Decision Support:** Engage with diverse stakeholders to understand competing priorities and provide data-driven insights that support balanced, effective decision-making. Collaborate with internal stakeholders to design reporting to meet business area needs, and with external stakeholders to facilitate the sharing of caseload intelligence.
- **Strategic Insight:** Maintain a broad focus on understanding the business' needs, translating complex data sets into clear, actionable strategies that drive operational improvements and strategic outcomes.

About you:

To be successful you will have:

- Demonstrated ability to lead and manage a collaborative team including proven ability to develop and maintain collaborative working relationships with internal and external stakeholders including the ability to negotiate and influence effectively, particularly in engagement with senior leaders and other agencies.
- Expert conceptual and analytical skills, with the ability to interpret and translate complex data into high-quality reports and actionable insights that support whole-of-organisation decision-making and strategy development.
- Strong organisational skills, including the ability to work with a high level of autonomy and anticipate and manage competing priorities.
- Experience in monitoring organisational performance, identifying areas for improvement, and recommending strategic adjustments based on data insights.
- Ability to gain an understanding of the Tribunal's legislative and policy context and operations, with the ability to leverage data to support organisational growth, performance, and strategy.

Eligibility

Essential

- A degree from a university, or an educational qualification of a similar standing, in the field of data analytics
- Extensive experience related to data analytics or organisational performance reporting
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our [Career Opportunities page](#).

Please submit a CV (**e.g. of no more than 4 pages**) and cover letter (**of no more than 2 pages**) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: <https://www.art.gov.au/>.

To Apply

Position Contact	Nadine McDonald, 03 9454 6224
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0758667

Attorney-General's Department

Closing Date: Monday 02 June 2025

Information
Capability Sustainment

Job Title	Senior System Administrator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$119,142 - \$144,964
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be supported where possible.
Classification	Executive Level 1
Position Number	0173/25_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=5EAE431A-E5E9-D08D-2829-E3D887D9DF34>

To obtain a copy of the Candidate Information Kits for this vacancy, please click on the 'Apply Online' button to the left of this advertisement.

Duties

Employment Opportunity

Information Division (ID) is responsible for supporting the department's core ICT infrastructure and services. The division has a diverse range of responsibilities including cloud services, network support, ICT project management, business system development, information governance and security operations.

ID is seeking a Senior System Administrator to lead the development and maintenance of commercial-off-the-shelf (COTS)

products and a number of enterprise platforms. The role is responsible for operational activities including creating, maintaining and managing ICT products, patching, processes and alerts in on-premise and hybrid-cloud environments. The Senior System Administrator leads the COTS team and sits within the Application Sustainment section, directly contributing to the delivery of the ICT Strategy, providing user-centric services and modernising the ICT portfolio.

The Senior System Administrator position will lead and manage COTS products, working on a number of applications including, but not limited to: Content Manager, Aurion, Nuix, TM1 and Elite.

The successful applicant will lead the team in maintaining and supporting hybrid cloud and on-premise COTS products undertaking the following tasks:

- Patching operating systems COTS applications
- Renewing SSL certificates, administering service accounts and security groups
- Writing and maintaining technical and operational documents
- Engaging with product stakeholders to establish business needs
- Lead a team of specialists to triage and provide 3rd level IT support for COTS applications
- Monitoring security alerts and vulnerabilities to maintain and support the security posture for hybrid-cloud and on-premise COTS products.

Desirable skill and experience: experience with SQL database administration.

How you can help us make a difference

We seek a proactive, self-directed applicant, capable of working independently. The role leads a technical team responsible for a number of operational activities: creating, maintaining and managing COTS products, ensuring patches are being applied in a timely manner, business processes are regularly reviewed and optimised, and monitoring alerts in a hybrid-cloud environment.

Activities may include, but are not limited to:

- Lead investigation & resolution of issues relating to products, providing third level IT support
- Issue identification, technical analysis, solutions and stakeholder communication
- Create and maintain high quality documentation that is fit for purpose
- Provide appropriate advice and escalation to senior administrators on complex issues
- Maintain a sound rapport with internal and external stakeholders
- Demonstrate ability to apply skills to a range of situations to overcome different challenges
- Collaborate effectively within the team and with other support teams when required
- Effectively prioritise own work and deadlines in line with priorities shared in the team and section
- Ensure that decision-making and recommendations are based on critical analysis and evidence
- Identify opportunities to expand own knowledge and technical skill, seek out other useful expertise and assist in the transfer of knowledge to others
- Adhere to change management and incident management process
- Installation, maintenance and support of Microsoft and third-party applications
- Regular system checks, windows patching and on call support as required
- Awareness of the ACSC Essential 8 framework, working as part of the team to ensure systems and applications are compliant.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

Successful applicants engaged into the APS will be subject to a probation period.

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Troy Clark, (02) 6141 5748
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=5EAE431A-E5E9-D08D-2829-E3D887D9DF34

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Attorney-General's

Vacancy VN-0758669

Attorney-General's Department

Closing Date: Monday 02 June 2025

Information
Capability Sustainment

Job Title	Senior System Administrator - Affirmative Measures - Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$119,142 - \$144,964
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be supported where possible.
Classification	Executive Level 1
Position Number	0174/25_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=3CB8F695-398A-EAA4-A721-E3D88805AA6D>

To obtain a copy of the Candidate Information Kits for this vacancy, please click on the 'Apply Online' button to the left of this advertisement.

Duties

Employment Opportunity

Information Division (ID) is responsible for supporting the department's core ICT infrastructure and services. The division has a diverse range of responsibilities including cloud services, network support, ICT project management, business system development, information governance and security operations.

ID is seeking a Senior System Administrator to lead the development and maintenance of commercial-off-the-shelf (COTS) products and a number of enterprise platforms. The role is responsible for operational activities including creating, maintaining and managing ICT products, patching, processes and alerts in on-premise and hybrid-cloud environments. The Senior System Administrator leads the COTS team and sits within the Application Sustainment section, directly contributing to the delivery of the

ICT Strategy, providing user-centric services and modernising the ICT portfolio.

The Senior System Administrator position will lead and manage COTS products, working on a number of applications including, but not limited to: Content Manager, Aurion, Nuix, TM1 and Elite.

The successful applicant will lead the team in maintaining and supporting hybrid cloud and on-premise COTS products undertaking the following tasks:

- Patching operating systems COTS applications
- Renewing SSL certificates, administering service accounts and security groups
- Writing and maintaining technical and operational documents
- Engaging with product stakeholders to establish business needs
- Lead a team of specialists to triage and provide 3rd level IT support for COTS applications
- Monitoring security alerts and vulnerabilities to maintain and support the security posture for hybrid-cloud and on-premise COTS products.

Desirable skill and experience: experience with SQL database administration.

How you can help us make a difference

We seek a proactive, self-directed applicant, capable of working independently. The role leads a technical team responsible for a number of operational activities: creating, maintaining and managing COTS products, ensuring patches are being applied in a timely manner, business processes are regularly reviewed and optimised, and monitoring alerts in a hybrid-cloud environment.

Activities may include, but are not limited to:

- Lead investigation & resolution of issues relating to products, providing third level IT support
- Issue identification, technical analysis, solutions and stakeholder communication
- Create and maintain high quality documentation that is fit for purpose
- Provide appropriate advice and escalation to senior administrators on complex issues
- Maintain a sound rapport with internal and external stakeholders
- Demonstrate ability to apply skills to a range of situations to overcome different challenges
- Collaborate effectively within the team and with other support teams when required
- Effectively prioritise own work and deadlines in line with priorities shared in the team and section
- Ensure that decision-making and recommendations are based on critical analysis and evidence
- Identify opportunities to expand own knowledge and technical skill, seek out other useful expertise and assist in the transfer of knowledge to others
- Adhere to change management and incident management process
- Installation, maintenance and support of Microsoft and third-party applications
- Regular system checks, windows patching and on call support as required
- Awareness of the ACSC Essential 8 framework, working as part of the team to ensure systems and applications are compliant.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

Successful applicants engaged into the APS will be subject to a probation period.

The Affirmative Measures (Indigenous) process is open only to Aboriginal or Torres Strait Islander people who meet the criteria below. The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Directions 2022.

To be eligible to apply for this role, you must:

- be of Aboriginal or Torres Strait Islander descent and/or identify as Aboriginal or Torres Strait Islander
- be accepted by community as being Aboriginal or Torres Strait Islander.

Confirmation of Aboriginal or Torres Strait Islander heritage will only be required from candidates who are found suitable at the end of the process. The department will consider allowances in some circumstances, however evidence of Aboriginal or Torres Strait Islander status is likely to include the following:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal or Torres Strait Islander person
- a confirmation of Aboriginal or Torres Strait Islander descent document executed by an Indigenous organisation.

Note: The need to provide confirmation of Aboriginal or Torres Strait Islander heritage is not required as part of the application process. Confirmation will be requested prior to the on boarding process.

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Troy Clark, (02) 6141 5748
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=3CB8F695-398A-EAA4-A721-E3D88805AA6D

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Attorney-General's

Vacancy VN-0758710

Australian Federal Police

Closing Date: Tuesday 03 June 2025

Job Title	Coordination & Strategy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$99,285 - \$107,559
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	14467
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14467/>

Did you know?

The mission of the Australian Federal Police is to provide dynamic and effective law enforcement to the people of Australia. It provides policing throughout Australia in relation to the prevention and detection of crimes against the Commonwealth, its laws and integrity, and community police services to the Community of the ACT.

Working for the AFP provides you with a diverse and rewarding career. Whether you immerse yourself in a position on the frontline, or provide critical operational or professional support, the work you do makes a big impact on the people of Australia.

We recognise your contribution to our workforce and offer generous remuneration and conditions including:

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Do you thrive in a fast-paced environment, where your strong organisational skills and attention to detail make a real impact? Are you someone who can pivot quickly, adapt to changing priorities, and keep everything running smoothly behind the scenes? Do you enjoy supporting teams and coordinating activities that drive meaningful outcomes? Then this might be the role for you.

The Specialist Protective Command (SPC) within the AFP is a hybrid (Specialised/Operational) Command within the AFP and is responsible for safeguarding Australians and Australian interests through the delivery and coordination of protective security and aviation policing.

The Business Strategy and Governance Section (BSGS) is customer-focused, providing an embedded strategic and corporate enabling service for SPC. The BSGS provides a single-entry point for enquiries and information on SPC activities including governance, national strategy, workforce management and planning, procurement and logistics support across SPC.

Role Summary

The National Coordination and Support Team (NCST), within BSGS, supports SPC by working with the AFP regional commands and the broader SPC to ensure key stakeholders within the AFP maintain a shared level of situational awareness of threats, significant activity, and AFP operational responses relating to the protection of Commonwealth Interests.

NCST is responsible for oversight of SPC governance, responding to general enquiries, and short-term SPC policy initiatives. As a team we also provide information and records management functions, administration support and advice, support stakeholder engagement, and contribute to strategic planning.

AFP appointees contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

As a Coordination & Strategy Officer in NCST, you will:

- be a conduit for advice, support and information queries related to NCST, BSGS and SPC matters, ensuring contemporary, centralised information holdings.
- monitor team inboxes, triage and action requests in a timely manner.
- identify and engage with key stakeholders to coordinate advice and responses to legislative reforms, media enquiries, freedom of information (FOI) requests, Ministerial submissions, and Parliamentary inquiries.
- prepare briefs and talking points for SPC and the AFP executive.
- provide secretariat support for relevant committees, including but not limited to organising meetings, compiling agendas, preparing papers and drafting minutes.
- maintain situational awareness of current threats, trends, and topics relevant to SPC.

Throughout BSGS there are development opportunities and cross-skilling available across the BSGS teams such as workforce management, logistics, procurement and executive support with training and support provided. NCST members may also provide surge capacity to other teams within SPC to support operational outcomes.

Eligibility

Essential Requirements

Our ideal candidate must have the following experience and attributes:

- Be an Australian Citizen at the time of application.
- Hold a Negative Vetting 1 (Secret) Security Clearance or have the ability to obtain one.
- Demonstrated experience in drafting and compiling high-level corporate-focused content, briefs and talking points on behalf of senior executive, with attention to detail.
- Proven ability and desire to work in a fast pace, adaptive environment that supports an agile operational workplace.
- Demonstrated strong stakeholder management skills and the ability to form productive working relationships.
- Ability to adapt to changing priorities and respond to urgent and ad-hoc requests.

Desirable Requirements

- Experience within the federal government, specifically performing coordination and/or support roles; and
- Experience providing high level administrative support and advice to senior executive.

Notes

- This role is based in Barton, Canberra. Only candidates willing to work in Canberra should apply. Please note the AFP does not pay for relocation costs.
- This position is an AFP Band level 5.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we

encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

About the Australian Federal Police

As Australia's national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has responsibility for providing community policing services to the Australian Capital Territory and Australia's territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Mikayla Paloni, (0)2 5126 0997
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14467/

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Attorney-General's

Vacancy VN-0758718

Federal Court of Australia

Closing Date:Wednesday 28 May 2025

Federal Circuit and Family Court of Australia
National Operations Registry

Job Title	Director - Migration Operations and Support FCFCOA (Division 2)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$133,382 - \$154,359
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	This role will be based on site.
Classification	Executive Level 2
Position Number	0385-05-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://www.fedcourt.gov.au/about/employment>

Position Overview

The Director - Migration Operations and Support FCFCOA (Division 2) is responsible for the management, coordination and strategic oversight of certain operational staff, as well as legal and administrative support staff within the Court's Registrar and Migration Team. The role reports to the Deputy Principal Registrar of the Court and more broadly to the Chief Executive Officer and Principal Registrar of the Federal Circuit and Family Court of Australia ('CEO/PR').

The role forms a key part of a national operations team working in the Court, working closely with the Director – Migration Registrars and Legal Operations to oversee the day-to-day operations of the Court's Registrar and Migration Team. The Director - Migration Operations and Support in the FCFCOA (Division 2) will be responsible for the management of operations for the National Migration Team, including recruitment, training and education, logistics and project management, reporting to the Deputy Principal Registrar and CEO/PR. The role will also work collaboratively with members of the Registrar and Migration Team on initiatives aimed at developing and enhancing the work of the Team.

The key responsibilities of this important role include:

- Managing, coordinating and responsibility for strategic direction of certain operational, as well as legal and administrative support staff within the Court's Registrar and Migration Team.
- Enhancing the capacity of the Registrar and Migration Team, including through managing recruitment, training/induction and development and educational programmes for the Team, in liaison with other key executive staff and corporate services staff.
- Together with the Director – Migration Registrars and Legal Operations, managing the day-to-day operations of the Registrar and Migration Team, including ensuring that Registrars, Cultural Liaison Officer, Pro bono Officers, Interpreter Liaison Officers, and other members of the Registrar and Migration Team are well supported.
- Undertaking high level Team development, liaison and implementation work, to build the capabilities of the Registrar and Migration Team.

- Engaging strategically with key stakeholders on issues relevant to the work of the Registrar and Migration Team, in collaboration with national operations staff.
- Developing and implementing key initiatives for administrative staff within the Registrar and Migration Team and more broadly supporting the development and implementation of initiatives for legal staff within the Team.
- Coordinating and managing projects within the Registrar and Migration Team, working with corporate services staff and drawing on technical expertise.
- Performing broader national operations functions across the Court, where required.

Going forward, the role may also be called upon to provide management of administrative staff in the Court's General Federal Law area, together with operational and coordination responsibilities.

Duties

Key Responsibilities and Duties

The Director - Migration Operations and Support FCFCOA (Division 2) manages certain operational staff, as well as legal and administrative support staff within the Court's National Migration Team and supports the Team and more broadly the DPR and CEO/PR including across the following key areas: (1) Professional education, wellbeing and induction for the Registrar and Migration Team; (2) managing the engagement of key staff to the Registrar and Migration Team; (3) playing a leading role in the management and coordination of conferences, functions, meetings and key events for the Registrar and Migration Team; and (4) with respect to the management of important related projects.

The Director - Migration Operations and Support provides a wide range of high-level managerial functions, including:

Professional education, wellbeing and induction programs for the Registrar and Migration Team

The Director - Migration Operations and Support FCFCOA (Division 2) is responsible for ensuring a safe and secure environment for the operational and administrative staff within the Registrar and Migration Team, and more broadly for coordinating comprehensive Team inductions and programs for the education, training and wellbeing of the Team.

Supporting the engagement of key staff

The Director - Migration Operations and Support FCFCOA (Division 2) is responsible for managing the engagement of key staff within the Team across both Courts, supporting the CEO/PR, Deputy Principal Registrar and other senior officials. This will involve working closely with the Human Resources services provided to the Courts, including assisting to arrange interviews, select candidates and induct successful applicants, as well as induction and training programs.

Key events management and coordination

The role is responsible for the implementation and management of a centralised, structured approach to the coordination of court events, functions and meetings (both annual and other) relevant to the Registrar and Migration Team. The role ensures the effective coordination of key internal and external Court-related events and communications, through well-planned timetables and ongoing management and planning, facilitating a national framework within which the Registrar and Migration Team engages in important internal and external interactions for the Court.

Project management

The Director - Migration Operations and Support FCFCOA (Division 2) supports the Deputy Principal Registrar and Senior Executive staff with key legal and policy projects, including:

- Legal and other research and analysis, including to assist with internal court policies, protocols, guides and training material.
- Providing briefings and issues papers on topical and emerging issues relevant to the Registrar and Migration Team's areas of work.
- Assisting with the preparation of high-level correspondence, presentations, conference papers, reports and submissions relevant to the Registrar and Migration Team.

This is a busy role, requiring someone with agility and highly developed organisational and interpersonal skills. It requires frequent contact with internal and external stakeholders. The occupant of this position must enjoy working with a diverse range of people and have strong interpersonal skills. The successful applicant also requires research and analysis skills, the ability to work within statutory and procedural frameworks, strong attention to detail and a demonstrated ability to work autonomously and as part of a team. At times, the role may also need to support key initiatives of the Chief Judge.

Some travel may be required. **Eligibility**

Selection Criteria

The successful applicant will need to have:

1. Demonstrated high-level organisational skills, including the ability to critically evaluate large volumes of information, manage competing priorities effectively, and exercise sound judgment in decision-making in a high-pressured environment.
2. Highly developed oral and written communication skills, including the ability to communicate effectively with judges and staff of the Court, external organisations and members of the public.
3. Well-developed project management, coordination, research and analysis skills, including the ability to draft important papers, submissions and reports, underpinned by exceptional attention to detail and accuracy.
4. Demonstrated ability to work autonomously and as part of a team.
5. Highly developed interpersonal, presentation and liaison skills, including the ability to build and maintain positive professional relationships with key stakeholders
6. Demonstrated ability to coordinate the engagement, induction and training of new Registrars and staff, as well as their ongoing education and, together with others, supporting their wellbeing and development.
7. Demonstrated working knowledge or clearly demonstrated capability to quickly acquire a sound working knowledge of the procedures, guidelines, policies and practices of the Court and working within the executive structure.
8. Demonstrated proficiency with technology, including the use of electronic legal resources and the ability to learn and use the Court's case management systems and courtroom technology.
9. Demonstrated understanding and commitment to the application of the Australian Public Service (APS) Values, to abide by the APS Code of Conduct and the ability to comply with the principles of Workplace Diversity and Occupational Health and Safety.

Notes

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

How to apply

As part of your application, you will be required to submit a two page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 1000). Please ensure this document is attached before submitting your application.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Virginia Wilson, (02) 6113 9336
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0758729

Job Title	Assistant Director, Policy and Statutory Functions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS, Darwin NT, Canberra ACT
Salary	\$122,146 - \$130,659
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	OAIC operates a hybrid model with a combination of office attendance and remote working.
Classification	Executive Level 1
Position Number	OAIC-2025-015
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-the-OAIC/join-our-team>

The **Regulatory Intelligence and Strategy Branch** informs the OAIC's regulatory decision making and strategy, influences policy and legislative processes, and guides the regulated community to meet its privacy and FOI obligations. The Branch:

- provides intelligence and data to inform regulatory decision making by the OAIC's Commissioners
- develops guidance and publications to educate businesses, agencies, and the community on information rights
- communicates the OAIC's work and its impact on people and their lives, including by working with the media, business and government stakeholders
- engages with legislative and policy processes to ensure an information rights and regulatory perspective is considered
- delivers various specialist regulatory roles conferred on the OAIC (e.g., Digital ID, Consumer Data Right, My Health Record, and credit reporting regulation).

The team

The OAIC's Policy and Statutory Functions team is responsible for the OAIC's engagement with legislative and policy processes, discharge of statutory responsibilities, engagement with key stakeholders, and coordination of OAIC's activities within various funded programs of work. The team's areas of responsibilities include:

- Leading OAIC contributions to law reform, parliamentary bill scrutiny, and other consultative processes
- Developing submissions, reports and papers for commissioners on information access, privacy, and information rights policy and issues
- Coordination of OAIC's specialist regulatory roles (Digital ID, CDR, consumer credit code, My Health Record)
- Liaison and engagement with external dispute resolution (EDR) schemes accredited under the Privacy Act
- Development and maintenance of codes and other statutory instruments issued by the Information Commissioner under the Privacy Act and related legislation
- Cooperation with international counterparts and coordination with international institutions (e.g., International Association of Information Commissioners, Global Privacy Assembly)
- Engagement with cross-government coordination mechanisms on cyber security
- Conducting research, developing positions, and engaging with stakeholders on significant and emerging information rights topics (e.g., emerging technologies)

The team is led by two Director roles (one of which is currently filled via a job share arrangement) and eleven APS and EL1 staff. The team operates via a matrix structure with staff having responsibility for one or more of the focus areas listed above.

Duties

Assistant Directors (EL1s) report directly to the Policy and Statutory Functions Co-Directors and work closely with the General Manager of RIS, team members and other teams across the branch.

Duties may include:

- Driving the successful delivery of any allocated workstreams, from conception, planning, project management, stakeholder engagement, product delivery and review and continuous improvement
- Delivering expert strategic policy and regulatory advice drawing on research and analysis, leveraging expertise of key stakeholders and undertaking strategic consultation
- Building strong, effective relationships with internal and with external stakeholders, including government agencies, international counterparts, businesses and the community
- Engaging in agile and innovative ways of working to deliver on the Commissioner's key priorities, as well as discharging BAU
- Influencing and advancing the strategic direction of the team and the Branch, and building a shared sense of purpose for staff
- Leading a team, providing supervision, guidance and support to both direct and indirect reports through a matrix team structure
- Fostering a positive work environment and a collaborative and innovative team culture for the RIS Branch
- Modelling flexibility, adaptability and resilience in a dynamic work environment
- Other duties as required.

We are seeking applications from candidates who have:

- Experience in, or demonstrated understanding of, working with complex legislation in a regulatory environment
- Knowledge of the *Freedom of Information Act 1982* and the *Privacy Act 1988* or the ability to quickly obtain
- A proven record of delivery
- Confident and clear communication styles

- An ability to drive a positive, engaging and collaborative team culture – including when working remotely
- Experience in leading, guiding and mentoring a team
- An understanding of, and motivation to protect, the information rights of Australians.

Eligibility

You must be able to obtain and maintain a Baseline Security clearance.

Notes

These duties are to be performed in accordance with the APS Code of Conduct and APS Values and Office policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the Office may re-assign the duties of an employee from time to time.

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Zoe Fitzell (Mon-Wed) Jane Darnley-Stuart (Wed-Fri), 02 9942 4139 (Zoe) 02 9297 9360 (Jane)
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team

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Defence

Vacancy VN-0758547

Department of Defence

Closing Date:Wednesday 11 June 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Assistant Sustainment Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/04343/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7AAA6399-8533-298B-BBA6-E3D7997646D3>

Duties

The Role

Electromagnetic Warfare and Intelligence Systems Land SPO (EWIS Land) is seeking to recruit an enthusiastic, energetic candidate with well-developed contracting, procurement and governance skills to join our team as Assistant Sustainment Director.

The Assistant Sustainment Director will possess the skills and experience in commercial, contracting and procurement and ability to analyse a problem and tailor a solution to achieve effective and fit-for-purpose commercial outcomes across a wide range of Electromagnetic Warfare products and sustainment projects.

We pride ourselves in having a positive, collaborative and inclusive workplace culture, which is always striving to be high performing and high achieving.

Our successful candidate will have a proven ability to manage a team with a variety of backgrounds, qualifications and experience from the APS, ADF and contracted workforce. They will be expected to undertake critical analysis of finance and procurement methods suitable to meet the expected product performance standards for the product life.

This job is for you if you are energised to take responsibility for developing commercial strategies, negotiating and managing multiple complex support contracts. You will also get a buzz from developing and managing a high performing team and integrating into a well-established logistics and engineering eco system. This should be second nature to you based on your track record of fostering productive relationships with stakeholders, communicating influentially and delivering commercial outcomes in compliance with Commonwealth Government legislation and policy requirements.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

Electromagnetic Warfare and Intelligence Systems (EWIS) Branch in Joint Systems Division is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We deliver, integrate and sustain intelligence and electromagnetic warfare capabilities into a wide range of air, land and maritime platforms and systems. We have a high performing culture and are faced with complex challenges in our role to defend Australia and its interests.

EWIS Land Systems Program Office (SPO) is comprised of members from various geographic locations and disciplinary backgrounds with diverse skills working together to deliver and support capabilities to the ADF and external Government agencies. This includes Force Protection Electronic Countermeasures, Explosive Ordnance Disposal Robots, Deliberate Route Clearance as well as Tactical Electronic Warfare systems.

Our Ideal Candidate

The ideal candidate will have experience working in a commercial environment with a robust understanding of CASG contractual mechanisms while being open to learning how to apply them to suit EWIS-L SPO product support.

The successful candidate will have a solid background implementing Defence procurement policies with a broad understanding and working knowledge of most of the following areas and in depth experience with some:

- Complex procurement and In-Service Support procurement.
- Contract Management, including contract development and contract performance management.
- Budget Development and Management.
- Army Sustainment Fleet Screening management and delivery.
- Business Governance.
- Risk Management.
- Asset accounting with experience with ACT/AUC tools.
- Project management experience across multiple lifecycle stages.
- Product management experience.
- Logistics Support Management.
- Experience working in and/or providing support to Supply Chain Management IAW Defence policies.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Articha Cobzaru, 02 6132 7451
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7AAA6399-8533-298B-BBA6-E3D7997646D3

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Health

Vacancy VN-0758711

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Wednesday 04 June 2025

Regulatory Services Branch

Job Title	Administrative Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Miranda NSW
Salary	\$83,092 - \$86,815
Future Merit Locations	Miranda
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4
Position Number	13454
Agency Website	https://www.arpansa.gov.au/

Job Description

<https://candidate.aurion.cloud/arpansa/production/redirect/to/dmFjYW5jaWVzLzI5MTI2Njg1NTE3NDYzOTI-MS9lZG>

The Regulatory Services Branch is the driver for maintaining and enhancing a radiation protection, and nuclear safety and security, regulatory framework for Commonwealth entities using or producing radiation, guided by national policies and international best practice. It is also a key driver for establishing a national regulatory framework across all jurisdictions, in collaboration with state and territory regulators. Its activities include regulatory assessment and review, licensing, compliance, inspection and enforcement. It also issues import and export permits for radioactive material, and supports the role of ARPANSA during nuclear and radiological incidents and emergencies. The Branch maintains the Australian Radiation Incident Register, and enhances its outreach through establishing whole of Australian Government relationships and

through the facilitation of the Nuclear Safety and the Radiation Health Committees.

Working under general direction of the Branch Head, the Administrative Support Officer is responsible for providing administrative support to the Regulatory Services Branch team and other ARPANSA staff based in Miranda. This will involve providing secretariat support to the Regulatory Services Branch Executive team and for Branch meetings. The Administrative Support Officer will provide executive support to the Branch Head RSB and to the CEO whilst based in Miranda, and provide travel services to the RSB officers and other staff based in Miranda. The role is part of a broader administration team in the Miranda Office, and provides backup for this team in delivering import and export permit and licence administration services.

Duties

Key accountabilities

- Provide high level executive and administrative support to the RSB members and other ARPANSA staff based in Miranda, the Regulatory Services Branch Head and CEO of ARPANSA as required
- Provide Executive support to the Branch Head through diary management and preparation of annual budget inputs
- Provide high level administrative and clerical support to the ARPANSA Branch Executive team including preparing agendas, minutes and action lists for Branch Executive meetings
- Provide high level administrative support to RSB members and other Miranda staff, including arrangements for domestic and international travel
- Undertake assigned tasks for Miranda staff as required

Our ideal candidate - job specific capabilities

The successful applicant will have a demonstrated capacity to provide high level administrative, clerical and executive support to a wide range of stakeholders and clients, including an Executive Group.

The applicant should have demonstrated ability and experience in the operation of the Microsoft Office Suite of products, including databases and electronic records management systems.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required.

ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement. You must also meet required pre-employment checks as necessary.

Selection criteria

The selection criteria for this role are:

1. **Demonstrated ability to provide high level executive support, including secretariat support, administrative and organisational tasks with a high level of digital literacy**
2. Demonstrated ability and experience in the operation of the Microsoft Office Suite of products, including databases and electronic records management systems
3. Well-developed planning and organisational skills including the ability to prioritise tasks to manage workloads
4. Well-developed oral and written communication and interpersonal skills, together with a proven ability to liaise with all levels of staff within ARPANSA, and external stakeholders

Eligibility

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- evidence of citizenship status required.
- evidence of qualifications required of the role.
- evidence of a completed national police-check with no risks identified by ARPANSA.
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The [Australian Government Security Clearance Application Guide Book](#) provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the [AGSVA website](#).

Applications can be lodged through [ARPANSA Careers](#).

Your application will consist of resume, contact details for two referees and a '1000-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

Notes

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activity for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide [reasonable adjustments](#) or flexibilities in the recruitment process as requested. For more information visit: <https://www.apsc.gov.au/recruitability>.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months of advertising.

Enterprise Agreement

To find out more about the employment conditions at ARPANSA, please refer to our [Enterprise Agreement](#).

Thank you for your interest

– ARPANSA

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Jim Scott, 02 9541 8343
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI2Njg1NTE3NDYzI

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Health

Vacancy VN-0758482

Department of Health and Aged Care

Closing Date:Wednesday 04 June 2025

Chief Digital Information Division
Enterprise Portfolio Management and Commercial Branch Workforce
Management Section

Job Title	Procurement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Surry Hills NSW, Melbourne VIC
Salary	\$98,336 - \$110,937
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be arranged
Classification	APS Level 6
Position Number	25-ITDIV-29084
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The key responsibilities of the APS 6 Procurement Officer are:

- Deliver procurement activities for ICT related professional services, labour hire, hardware, software, and sourcing activities in accordance with the Commonwealth Procurement Rules (CPRs),
- Work closely with Digital Services branches to understand their procurement needs and provide accurate and timely advice on ICT related procurement matters, in accordance with the relevant legislation and the CPRs,
- Prepare a range of correspondence, including corporate documentation, department briefs, contracts and variations to contracts, and other procurement related documentation review and/or draft a broad range of contract documentation,
- Develop reference materials including templates, intranet pages, and guidelines,
- Assist in monitoring the management of procurement activities, as well as the maintenance of records in the SAP Finance system and Electronic Document Management System (TRIM),
- Contribute to external and internal change management processes with respect to service improvement,
- Work in a dynamic environment to meet deadlines, improve processes and achieve business area goals.
- Proactively engage, build and maintain relationships with internal stakeholders on procurement topics and provide support in all required procurement activities
- Supervise a procurement team, where required
- Undertake procurement risk management activities.

Duties

The APS 6 role will suit candidates who can embrace new opportunities, show initiative and enthusiasm toward their work, be a team player and possess excellent attention to detail. Key capabilities include:

- Ability to work under limited direction, exercise judgement and be accountable for undertaking work that is complex in nature and producing quality outcomes
- Strong interpersonal and verbal communication skills, including the ability to maintain solid professional relationships with a wide range of stakeholders
- Demonstrated organisational skills, including the ability to manage and deliver competing priorities under limited direction and within tight timeframes
- The capability to quickly develop an understanding of relevant legislation and policy and apply to contract procurement activities.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level. **Notes**

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-ITDIV-29084 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended by an additional 12 months (cannot exceed 24 months in total).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Monica Mockler, 07 2114 2300
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0758726

Department of Health and Aged Care

Closing Date:Wednesday 04 June 2025

Chief Digital Information Officer Division
Enterprise Portfolio Management and Commercial Branch Workforce
Management Section

Job Title	APS Level 5, Procurement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Surry Hills NSW, Melbourne VIC
Salary	\$87,843 - \$94,998
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available
Classification	APS Level 5
Position Number	25-ITDIV-29085
Agency Website	

The key responsibilities of the APS 5 Procurement Officer are:

- Deliver procurement activities for ICT related professional services, labour hire, hardware, software, and sourcing activities in accordance with the Commonwealth Procurement Rules (CPRs)
- Work closely with Digital Services branches to understand their procurement needs and provide accurate and timely advice on ICT related procurement matters, in accordance with the relevant legislation and the CPRs
- Prepare a range of correspondence, including corporate documentation, department briefs, contracts and variations to contracts, and other procurement related documentation review and/or draft a broad range of contract documentation
- Develop reference materials including templates, intranet pages, and guidelines
- Assist in monitoring the management of procurement activities, as well as the maintenance of records in the SAP Finance system and Electronic Document Management System (TRIM)
- Contribute to external and internal change management processes with respect to service improvement,
- Work in a dynamic environment to meet deadlines, improve processes and achieve business area goals.

Duties

Key capabilities include:

- The APS 5 role will suit candidates who can embrace new opportunities, show initiative and enthusiasm toward their work, be a team player and possess excellent attention to detail. Key capabilities include:
- Ability to work under limited direction, exercise judgement and be accountable for undertaking work that is complex in nature and producing quality outcomes
- Strong interpersonal and verbal communication skills, including the ability to maintain solid professional relationships with a wide range of stakeholders
- Demonstrated organisational skills, including the ability to manage and deliver competing priorities under limited direction and within tight timeframes
- The capability to quickly develop an understanding of relevant legislation and policy and apply to contract procurement activities.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level. **Notes**

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-ITDIV-29085 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended by an additional 12 months (cannot exceed 24 months in total).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Monica Mockler, 07 2114 2300
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0758699

Australian Nuclear Science and Technology
Organisation

Closing Date: Sunday 01 June 2025

Nuclear Operations and Nuclear Medicine
Nuclear Medicine Nuclear Medicine

Job Title	Manufacturing Support Associate/Lead
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$97,142 - \$129,822
Future Merit Locations	Lucas Heights
Office Arrangement	Flexible
Office Arrangement Details	flexible
Classification	
Position Number	51015152
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

<https://careers.ansto.gov.au/>

Position Overview

- Ongoing | Full Time | \$97k - \$130k +15.4% super
- Sutherland Shire location | Health & Wellbeing Programs | Generous maternity, cultural and leave provisions
- Oversee the safety, quality, risk and compliance activities that underpin Nuclear Medicine Manufacturing
- Exciting opportunity to apply your expertise in GMP and continuous improvements in a diverse, fast-paced operational environment

About the Opportunity

This is a unique opportunity for an experienced professional to join a newly established Manufacturing Support team and play a strategic role in the evolution of Nuclear Medicine manufacturing at ANSTO. As a **Manufacturing Support Associate**, you will be instrumental in enhancing the safety, quality, risk, and compliance of our manufacturing systems and processes, working across a highly regulated and time-sensitive environment. You'll collaborate across departments—including regulatory affairs, quality, safety, and engineering—to embed best practices, manage operational risk, and support a culture of continuous improvement. This role is ideal for someone who thrives in complexity, enjoys cross-functional collaboration, and is ready to influence meaningful change in a mission-critical industry.

About You

"We are seeking a proactive and agile leader with a strong background in manufacturing operations, risk and compliance. The ideal candidate will possess exceptional problem-solving skills with the ability to drive continuous improvement in a regulated environment such as GMP manufacturing. Your expertise in root cause investigation and risk management will be crucial in assuring the safety, quality and performance of Nuclear Medicine Manufacturing operations" - **Joseph Bailey, Manufacturing Manager**

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Working with us you will enjoy

ANSTO offers training and development, performance base salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
 - 18 weeks Parental leave for primary caregiver
 - 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

Must Have

- Extensive experience in a manufacturing or operations environment
- Strong working knowledge of quality systems, regulatory compliance, and risk management frameworks
- Demonstrated expertise in incident investigation, root cause analysis and CAPA implementation
- Excellent problem-solving and analytical skills, with a proactive and structured approach
- High-level technical writing skills and proficiency in documentation and reporting
- Strong interpersonal and communication skills, with the ability to collaborate cross-functionally and influence stakeholders at all levels

Nice to have

- A broad background across multiple areas of manufacturing, demonstrating versatility and a holistic understanding of end-to-end manufacturing processes
- Qualifications in Lean Six Sigma, or other continuous improvement methodologies
- Familiarity with Governance, Risk & Compliance (GRC) tools and risk registers
- Project management experience, including leading small teams or cross-functional initiatives

Please [click here](#) to view the Position Description.

Eligibility

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Joseph Bailey on 0457 254 733. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: Sunday 1st June 2025 at 11:59pm

All applicants must be Australian citizens.

Notes

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Joseph Bailey, 0457 254 733
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and
Resources

Vacancy VN-0758719

Job Title	Process Performance Associate
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$97,142 - \$129,822
Future Merit Locations	Lucas Heights
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	
Position Number	51005782
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

<https://careers.ansto.gov.au/>

Position Overview

- Ongoing | Full Time | \$97k - \$129k +15.4% super
- Sutherland Shire location | Health & Wellbeing Programs | Generous maternity, cultural and leave provisions
- On-site Childcare for employees | Work in a campus-based community environment
- Expertise in manufacturing processes & continuous improvement, driving efficiency, quality, and innovation.

About the Opportunity

The Process Performance Associate is responsible for leading and managing the manufacturing process performance tasks for manufacturing operations within Nuclear Medicine. The Process Performance Associate will ensure performance robustness and continuous improvement of manufacturing processes, in line with the overall manufacturing strategy to support the safe, secure, and sustainable supply of Nuclear Medicine. You will focus on ensuring that Nuclear Medicine manufacturing processes are robust, validated, optimised and under effective control, and in accordance with compliance obligations and the expectations of our business, teams and customers.

About You

'The successful candidate will have knowledge in manufacturing processes and process improvement. We are looking for a confident and highly motivated person who is committed to promoting a culture of learning, teamwork and technical problem solving. They will have a proven ability to work collaboratively with a diverse range of stakeholders to meet the requirements of the business' – **Robert Raposio, Process Performance Manager, Nuclear Medicine**

About Us

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- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
 - 18 weeks Parental leave for primary caregiver
 - 8 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

Must Have

Learning agility – loves learning new things and can learn quickly.

Problem solving – leans into problems and enjoys coming up with practical solutions.

Communication – The ability to engage and present complex ideas to a non-specialist audience.

Technical ability – be able to understand technical concepts (engineering, chemistry, or physics) and use them to make informed decisions.

Technical writing – able to write technical reports that will be read by the wider business.

Nice to Have

Influencing – able to engage with cross function staff to achieve mutually beneficial outcomes.

Validation experience – able to perform IQ/OQ/PQ. Able to write validation protocols and reports.

Manufacturing experience – experience working in a fast-paced manufacturing environment.

Please [click here](#) to view the Position Description or click Apply to view.

Eligibility

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Robert Raposio on (02) 9717 9454. For all other queries please contact Talent Acquisition on +61 (02)

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 1st June 2025 at 11:59pm

All applicants must be Australian citizens.

Notes

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Robert Raposio, +61 2 9717 9454
Agency Recruitment Site	https://careers.ansto.gov.au/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0758702

Job Title	Director, Access Examination
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Mitchell ACT
Salary	\$143,026 - \$154,745
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Due to the nature of the role, this position is mostly onsite at our preservation facility in Mitchell, ACT. Flexibility is possible by arrangement.
Classification	Executive Level 2
Position Number	31285/ 497034
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/listing/>

The Access and Public Engagement Branch is the public face of National Archives of Australia, delivering reference, description and research services, examination for the release of records exhibition, education and public programs, publishing (including digital publishing), marketing, partnerships and events on site at national and state offices and online. All programs and activities support the key National Archives role of providing an accessible, visible and interpreted national archival collection.

The Access Examination section is critical to providing public access to records of government. It facilitates access to the national archival collection by reviewing records for any continuing sensitivities prior to their public release under the *Archives Act 1983*, including the identification of material that is exempt from public access. The section develops policies and procedures for the assessment of continuing sensitivities in records and manages the process across National Archives.. The section manages internal reconsiderations and appeals to the Administrative Appeals Tribunal for decisions made under the *Archives Act 1983*, along with arrangements with Australian Government agencies to ensure best-practice and sound referral arrangements. The section also supports the work of other business areas within National Archives by releasing records for research, exhibitions, promotion and other visitor engagement activities.

Duties

Under broad direction the main duties of the role are to:

- Lead and manage the public release of Australian government archival records in accordance with the *Archives Act 1983*

- Manage the risks associated with the public release of classified and potentially sensitive Australian Government records, including management of National Archives' response to appeals to the Administrative Appeals Tribunal, Federal and High Courts on decisions made under the *Archives Act 1983*
- Provide strategic direction and advice to the Executive and develop and implement policy and guidelines which support the whole-of-government processes associated with the public release of Australian Government records, including legislative reform.
- Build capability across all National Archives offices to ensure consistent, reliable access decisions are made in line with the Act.
- Maintain accountability and responsibility for the management and allocation of resources and delegations within the broader financial and regulatory frameworks of National Archives.
- Establish and maintain close working relationships with internal and external stakeholders, including Australian Government departments and agencies involved in the public release of archival records.
- Lead a large team with a view to continually approve processes and workflows in order to meet legislated timeframes.
- Promote and apply the APS and National Archives values and contemporary people management principles and practices in equity and diversity, WHS and participative management practices.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2025–2030: Evolving National Archives](#) and [Our Values](#).

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a Positive Vetting (PV) security clearance.

Notes

Relevant tertiary qualifications, membership or eligibility for membership of relevant professional associations are essential. Previous experience in an area which deals with sensitive cultural, national security, international relations and/or defence sensitivities would be an advantage.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Tina Brandt, 02 6212 3680
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0758705

National Archives of Australia

Closing Date: Wednesday 04 June 2025

Corporate Services Property and Security

Job Title	Security Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT, Mitchell ACT
Salary	\$77,474 - \$83,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working available on a case by case basis.
Classification	APS Level 4
Position Number	30143 / 497039
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/listing/>

The Office of the Deputy Director-General/ Corporate Services branch oversees the efficient, effective and ethical management of the National Archives' resources. This is done in accordance with the Commonwealth's financial, procurement, employment, security and property legislative and policy frameworks. The Branch supports the workforce, facilities and culture it requires to deliver its strategic priorities and remain sustainable.

Property and Security is responsible for delivering fit-for-purpose accommodation, in a cost-effective and timely manner, and providing, fostering and developing a positive security culture to ensure National Archives staff are aware of and able to meet their protective security obligations and legislative and Australian Government's Protective Security Policy Framework (PSPF) security requirements.

Duties

Under general direction the main duties of the role are to:

- Perform duties associated with administering the National Archives' protective security arrangements including, but not limited to, data entry and performance reporting.
- Provide administrative support for the National Archives' Security Advisory Unit, including personnel security assessments, employment screening, utilising the AGSVA security advisor portal and physical security systems.
- Adhere to guidance from the Protective Security Policy Framework (PSPF), privacy principles from the Privacy Act, the Crimes Act, the Public Service Act, the ASIO Act etc.
- Assist in the implementation of key Property and Security organisational initiatives and projects including physical, information, and personnel security and their governance arrangements.
- Liaise and negotiate with internal staff and clients to ensure effective delivery of information and high-quality protective security advice.
- Work collaboratively to consult and share information with own team, actively engage in knowledge transfer and seek input from others to achieve business outcomes.
- Promote and apply the APS and National Archives values and contemporary people management principles and practices in equity and diversity, WHS and participative management practices.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2025–2030: Evolving National Archives](#) and [Our Values](#).

Eligibility

Applicants must be Australian Citizens. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline level up to Top Secret Positive Vetting clearance level depending on the role.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Mark Broadhurst, 0434664626
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Prime Minister and Cabinet

Vacancy VN-0758727

Aboriginal Hostels Limited

Closing Date:Wednesday 28 May 2025

Allawah Grove
WA

Job Title	Kitchenhands and Housekeepers
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	\$59,520 - \$64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 2
Position Number	VN6625
Agency Website	https://www.ahl.gov.au/work

Job Description

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Kitchenhands and Housekeepers to join our team and help create a safe, clean, and welcoming environment at our facilities and hostels.

Hostel Workers are required to work as part of a team, providing a high level of customer service to AHL residents, including attending to resident requests in a professional and courteous manner. Whilst regular duties will be in either Cooking/Kitchen work, Housekeeping, or Night Attendant, successful applicants may be required from time to time perform other duties as directed by Hostel Manager or Assistant Hostel Manager to ensure a high level of service is maintained.

This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

Duties

Kitchenhand

- Preparing and serving meals in accordance with AHL's set menus.
- Maintaining compliance with Food Safety Standards and other relevant legislation.
- Assisting with food ordering, receive and monitor food and kitchen supplies.
- Cleaning and maintaining kitchen and kitchen equipment.
- Preparing the dining room for meal times and clean up afterwards

Housekeeper

- Ensuring all areas at our hostel are clean, safe, and hygienic for residents and staff.
- Cleaning and maintaining resident rooms and communal areas such as kitchens and bathrooms
- Completing laundry tasks
- Handling cleaning supplies and equipment carefully and follow safety guidelines.
- Assisting with other general maintenance tasks as needed.

What We're Looking For:

- A passion for excellence in customer service.
- Relevant experience and qualifications are a bonus but not required for APS2 roles
- The health and fitness to participate in an active role.
- The ability to follow procedures and work independently.
- A positive attitude and a friendly nature.

Eligibility

- Candidates must have Australian citizenship
- Ability to get and maintain police check and a Working with Children Check.

At AHL we welcome all candidates and value the unique skills and perspectives each person brings. If you're looking for a position that lets you make a real difference, apply today and help us support First Nations peoples across the country.

Notes

What We Offer:

- **Competitive Pay & Benefits:** \$59,520 - \$64,877 per annum (pro-rated for part-time).
- You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Job Security & Career Growth:** Enjoy employment with plenty of opportunities to grow and move up within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Generous shift penalties** apply for work after hours, weekends and public holidays.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave

- **Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

How to apply

Complete the Application Form available from our website [Work with us | Aboriginal Hostels Limited](#)

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST on **Wednesday, 28 May 2025**

Please include your name and the job reference **(VN6625)** in the subject of your email

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Philip Theseira, 0439000162
Agency Recruitment Site	

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Services Australia

Closing Date: Monday 02 June 2025

Face to Face Services
Service Zone Western Australia

Job Title	Service Centre Manager (Identified)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Laverton WA
Salary	\$85,559 - \$92,324
Future Merit Locations	Laverton
Office Arrangement	On Site
Office Arrangement Details	It is expected that this role can only be performed in the advertised location/s.
Classification	APS Level 5
Position Number	EXT-APSL-2025-711
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext>

We are seeking motivated, developing leaders to join our team and become the face of Australian Government services within the Community.

We stand for diversity, inclusion and belonging in our teams. We want everyone to feel included, respected, supported, valued and empowered. We embrace the benefits this brings to our work every day.

These roles have a strong involvement in issues relating to Aboriginal and/or Torres Strait Islander peoples and will involve direct interaction with Aboriginal and/or Torres Strait Islander communities.

To be considered for these jobs, you will need to have a good understanding of issues affecting Aboriginal and/or Torres Strait Islander peoples and be able to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.

We offer a generous salary with 15.4% superannuation contribution as well as access to a range of leave types including cultural and ceremonial leave. Working in Laverton you may also be entitled to remote localities assistance.

As a new team member, you are not expected to know everything at once. You will learn to understand and explain Centrelink, Medicare or Child Support payments and services to customers when they come into your local Service Centre.

Working with us, you will lead a team in helping your community when they need to access government services. To do this, we will train and support you. When you apply, we will ask you a few questions to better understand the skills and capabilities you bring to the role.

Our ideal candidate will show their work-related capability/experience undertaking relevant leadership duties.

Duties

- Manage the day-to-day running of the Service Centre including setting priorities and managing resources
- Manage and support staff including performance, attendance, health and wellbeing
- Serve customers and advise on payments, programs, and services
- Raise issues that impact on performance or customer service
- Draft a range of written materials. This could include things like emails, reports and written communication with customers or other organisations
- Establish and build respectful relationships with local community groups, businesses or other organisations

Eligibility

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia values local community knowledge and diversity. We encourage people from diverse cultural backgrounds, First Nations Australians, people with disability, mature age people and people from the LGBTI+ community to apply. Services Australia accommodates people with disability by making reasonable workplace adjustments.

The jobs can be full time or part time with access to flexible working arrangements. We may offer you a permanent or temporary role. You will be paid fortnightly and have access to cultural and ceremonial leave. You will work with others in a comfortable, air-conditioned office and be given a uniform once you have settled in.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Zara Nehow, 08 6479 0108
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0758509

Services Australia

Closing Date:Monday 02 June 2025

Face to Face
Service Zone South and Northern Australia

Job Title	Service Centre Manager (Identified)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Tiwi Islands NT
Salary	\$85,559 - \$92,324
Future Merit Locations	Tiwi Islands
Office Arrangement	On Site
Office Arrangement Details	It is expected that this role can only be performed in the advertised location.
Classification	APS Level 5
Position Number	EXT-APSL-2025-709
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext>

We are seeking motivated, developing leaders to join our team and become the face of Australian Government services within the Community.

We stand for diversity, inclusion and belonging in our teams. We want everyone to feel included, respected, supported, valued and empowered. We embrace the benefits this brings to our work every day.

These roles have a strong involvement in issues relating to Aboriginal and/or Torres Strait Islander people and will involve direct interaction with Aboriginal and/or Torres Strait Islander communities.

To be considered for these jobs, you will need to have a good understanding of issues affecting Aboriginal and/or Torres Strait Islander peoples and be able to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

We offer a generous salary with 15.4% superannuation contribution as well as access to a range of leave types including cultural and ceremonial leave. Working in Tiwi Islands you may also be entitled to remote localities assistance.

As a new team member, you are not expected to know everything at once. You will learn to understand and explain Centrelink, Medicare or Child Support payments and services to customers when they come into your local Service Centre.

Working with us, you will lead a team in helping your community when they need to access government services. To do this, we will train and support you. When you apply, we will ask you a few questions to better understand the skills and capabilities you bring to the role.

Our ideal candidate will show their work-related capability/experience undertaking relevant leadership duties.

Duties

- Manage the day-to-day running of the Service Centre including setting priorities and managing resources.
- Manage and support staff including performance, attendance, health and wellbeing.
- Serve customers and advise on payments, programs, and services.
- Raise issues that impact on performance or customer service.
- Draft a range of written materials. This could include things like emails, reports and written communication with customers or other organisations.
- Establish and build respectful relationships with local community groups, businesses or other organisations.

Eligibility

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia values local community knowledge and diversity. We encourage people from diverse cultural backgrounds, First Nations Australians, people with disability, mature age people and people from the LGBTI+ community to apply. Services Australia accommodates people with disability by making reasonable workplace adjustments.

The jobs can be full time or part time with access to flexible working arrangements. We may offer you a permanent or temporary role. You will be paid fortnightly and have access to cultural and ceremonial leave. You will work with others in a comfortable, air-conditioned office and be given a uniform once you have settled in.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Karlie Payne, 0436 921 381
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Social Services

Vacancy VN-0758697

National Disability Insurance Agency

Closing Date: Wednesday 04 June 2025

Chief Information Officer
Agency ICT Services

Job Title	Multiple APS5 Opportunities within the Agency ICT Services Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Surry Hills NSW, Midland WA, Deakin ACT, Geelong VIC, Adelaide SA, Brisbane QLD, Hobart TAS, Perth WA, Hobart TAS, Melbourne VIC
Salary	\$86,624 - \$93,253
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Working Arrangement to be discussed with the Line Manager
Classification	APS Level 5
Position Number	1337_04/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

<https://www.ndis.gov.au/about-us/careers-ndia>

The Chief Information Officer Division has multiple APS5 vacancies across branches.

The Agency ICT Services Branch is a vital part of the Technology Services Division, operating with the Integrity Transformation and Technology Services Group of the National Disability Insurance Agency (NDIA). The branch is responsible for the delivery, management and operation of key enterprise technology products and services that support every area of the NDIA.

The Agency ICT Services Branch is committed enabling the delivery of a world class NDIS by providing high-quality, accessible and innovative technology solutions. We are committed to empowering NDIA staff with leading-edge tools and foster a culture of growth and learning within our branch

As part of the application process, candidates will be asked to select their preferred role from the options outlined

Duties

APS5 Service Reliability Analyst

The Agency ICT Services Branch supports all ICT systems and infrastructure excluding the primary business applications such as SAP CRM and Salesforce CRM. The branch provides and support ICT services to Agency Staff and Partners. This includes the design, build, and maintenance of ICT applications, infrastructure, and hardware.

Responsibilities of the role include but are not limited to:

- Overseeing reliability issues impacting ICT applications and services.
- Enhancing and refining ICT monitoring including security events.
- Developing and maintaining automated alert escalations.
- Developing and maintaining automated incident remediations.

Location: Deakin, Midland

APS5 Site Technology Officer

The Site Technology and Networks Section sits within the Agency ICT Services Branch and provide all technology solutions to our offices around the country.

Responsibilities of the role include but are not limited to:

- Working as an onsite liaison for senior technical staff, vendors, and end users.

- Supporting the Agency's video conferencing and audio-visual technologies including configuration, acoustic testing, and training for end users.
- Providing support for physical network services onsite, including hardware installation and removal, patching and break fix troubleshooting.
- Using tools such as drills for the installation and removal of hardware and potentially working with heavy and awkward objects such as visual displays.
- Providing support on the M365 platform.

Location: NSW

APS5 Platform Engineer

- Manage, maintain, and troubleshoot servers, networks, and storage systems associated with our data science platform cloud and on-premises solutions.
- Implement and support cloud infrastructure (AWS, Azure) to enhance system reliability.
- Work with data science teams to ensure seamless integration of analytical applications and infrastructure.
- Monitor and optimize system performance, identifying and resolving bottlenecks.
- Technical Skills as detailed in the candidate pack

Location: National

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Kylie Parker, 0895501169
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0758480

Australian Taxation Office

Closing Date:Wednesday 04 June 2025

Frontline Operations
Frontline Operations

Job Title	Service Delivery Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Burnie TAS, Dandenong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Penrith NSW, Perth WA, Upper Mount Gravatt QLD, Wollongong NSW
Salary	\$64,095 - \$71,037
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Burnie, Dandenong, Hobart, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 2
Position Number	EXT_FO_342_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=13FF59E6-D02B-4CAF-9EC5-E3D75CB32443>

Duties

We are looking for passionate, client focused individuals to join our Frontline Operations group.

As a Service Delivery Officer, you will work in a scheduled contact centre environment, providing high quality service to clients.

You will spend your time interacting with clients over the phone to assist them to meet their tax, superannuation and registration obligations. You'll also manage the processing of account activities received via phone, paper, web-chat, email and online portals.

You will use good judgment and apply policies and procedures to decision making. Your attention to detail will ensure you record clear outcomes, actions and agreements.

You will be responsive to changing client and business needs and manage competing priorities to deliver outcomes. You'll work collaboratively and share knowledge amongst your team and actively support continuous improvement.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

Eligibility Notes

****Please note that this opportunity is only available to Australian Public Service employees****

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Frontline Operations Workforce Supply, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=13FF59E6-D02B-4CAF-9EC5-E3D75CB32443

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Parliamentary Department

Vacancy VN-0758598

Department of Parliamentary Services

Closing Date: Wednesday 04 June 2025

Parliamentary Librarian
Library Collections and Systems Library Systems, Projects & Innovation

Job Title	Director, Library Systems Projects and Innovation
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra.
Classification	Executive Level 2
Position Number	121022
Agency Website	https://www.apg.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Opportunity

The Department of Parliamentary Services (DPS) is recruiting for a Director, Library Systems, Projects and Innovation vacancy within the Library Systems, Projects & Innovation Section, Library Collections and Systems Branch of the Parliamentary Library Division.

The Director, Library Systems, Projects and Innovation is required to take a strategic approach to forecasting future library products and services and procure enhanced library systems capability. They will have experience providing services in the digital environment, have a passion for implementing innovative projects and a desire to keep abreast of emerging trends. They will have a proven track record in managing projects to agreed standards, time frames and budgets.

Who we are looking for

We are looking for an innovative and creative leader who is able to motivate staff by providing vision, direction and guidance. They must be proactive and think strategically. The successful candidate must be able to work effectively with internal and external stakeholders, build

relationships, lead staff in a changing environment and create a collaborative and client focused culture.

The Parliamentary Library provides high-quality, innovative information products to its clients. This position takes the lead on engaging with new and emerging technologies, that will service our clients needs and assist the staff of the Parliamentary Library to work efficiently. Familiarity with systems used for client relationship management and data management is desirable.

To be effective in this role you should have:

- Effective facilitation and communication skills, both written and verbal, with experience preparing business cases, project status reports, Senate Estimates briefs and other corporate documentation
- Ability to provide leadership in implementing and promoting a climate of change and continuous improvement to enable the continued provision of high-quality information, analysis and advice to clients.
- Proven track record of managing high performing teams and systems
- Experience in successful project management, including planning, scheduling, risk identification, reporting and governance
- Knowledge and or experience of complex procurement
- Ability to develop and maintain strong and effective stakeholder networks across Parliament House and other external forums.

Desirable experience and qualifications include:

- Experience in the management of systems, repositories and platforms, preferably in a library environment
- Tertiary qualifications in Information Technology or Information Management is desirable.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

Job Specific Requirements:

- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres

Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia’s Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Heather Walsh, 02 6277 7103
Agency Recruitment Site	https://jobs.dps.gov.au/

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Employment and Workplace Relations

Vacancy VN-0758671

Comcare

Closing Date:Monday 02 June 2025

Regulatory Operations
Regulatory Performance Strategy and Governance

Job Title	Senior Regulatory Performance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Perth WA, Adelaide SA, Newcastle NSW, Brisbane QLD
Salary	\$99,985 - \$110,946
Future Merit Locations	Canberra, Melbourne, Perth, Adelaide, Newcastle, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	01238
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

Group and Team Overview

The Regulatory Operations Group (ROG) has responsibility for achieving safer and healthier workplaces within its jurisdiction. As an effective national regulator, it does this by promoting continuous improvements in work health, safety and rehabilitation practices and monitoring and compliance with the law.

Using a contemporary risk-based approach, the Group plans and implements an integrated program of continuous improvement and compliance activities to target issues or entities across the jurisdiction that pose the most significant risk to health and safety of workers.

The Regulatory Performance team supports the ROG and is responsible for conducting internal reviews and assurance activities, strategic and operational planning and reporting activities, maintaining an informative and effective Group intranet (ROG HUB) site, providing oversight and reporting on ROG budgeting and staffing matters, managing Comcare's regulatory case management system, the delivery of ROG workforce planning, operational design and business improvement activities and the enhancement of ROG's capability through the management of key projects and staff development activities.

Duties

The Senior Regulatory Performance Officer is part of a small multidisciplinary team focussed on Strategy and Governance activities that support the ROG. The role is responsible for the delivery of Group business planning, strategic and operational reporting, monitoring operational and enterprise risk, project and program management including group governance, the assurance framework and assurance activities. The Senior Regulatory Performance Officer, reports to the Assistant Director, Strategy and Governance.

Primary Responsibilities

- Provide support to the Assistant Director, Strategy and Governance and the Director of Regulatory Performance by identifying issues and ensuring continuous improvement.

- Contribute to Comcare's purpose, Strategic Roadmap, Corporate Plan and Regulatory Operations Group strategy.
- Maintain a thorough understanding of principles, concepts, methods and practices as they relate to public sector regulation.
- Maintain an in-depth knowledge of relevant statutory, regulatory and policy frameworks.
- Maintain an in-depth business knowledge about Comcare's regulatory activities and operations.
- Contribute to ROG's development and implementation of strategic and operational business planning.
- Assist in the management and delivery of group regulatory frameworks or programs, governance, and quality assurance activities to support continuous improvement and capability development.
- Assist in the management of risk assessments and risk management and support the continuous improvement of group risk management.
- Implement, manage and evaluate complex programmes, projects and initiatives with a focus on achieving continuous improvement outcomes and change.
- Maintain a high standard of record keeping and version controls using the team's document management system.
- Contribute to strategic planning and setting priorities for the team.
- Undertake work that is complex and requires sound judgement.
- Mentor and support less experienced staff through the provision of guidance, training and/or quality assurance.
- Develop and maintain complex internal and external relationships with stakeholders, providing appropriate advice and managing the resolution of issues or complaints.
- Model and promote a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct and Values.

Qualifications and Experience

Desirable:

- Experience in an enabling role in a law enforcement, regulatory (Work Health and Safety or other), or compliance environment is desirable.

Eligibility

1. Australian citizenship.
2. Character clearance (police records check).
3. Health clearance.
4. Six months probationary period for new engagements.
5. Specific Conditions: Some travel may be required, including overnight absences (expected to be limited in nature (1 or 2 times per annum))

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work

and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0758309

Department of Employment and Workplace Relations (DEWR)

Closing Date: Wednesday 04 June 2025

Digital Solutions Division
Office of the Chief Digital Officer Digital Workforce Planning

Job Title	EL1 Workforce Strategy Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$125,220 - \$138,394
Future Merit Locations	Brisbane, Melbourne, Sydney, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	25/0534
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dewr.nga.net.au/cp/>

As Workforce Strategy Manager, you will lead the development and delivery of a workforce strategy that aligns with the Division's goals and supports the Department's broader strategic planning. Your role is pivotal in helping the Division meet its current and future workforce needs through data-driven, people-focused initiatives.

You will advise and support the Chief Digital Officer, using real-time workforce data, evidence-based research, and people-centred design. Your work will align with industry best practices and Whole of Government initiatives, applying codesign and engagement principles with both internal and external stakeholders.

In this role, you will shape how the Division approaches workforce planning, with a strong focus on strategic analysis and collaboration. You will work across the Division, Department, and APS, building relationships and applying insights to create practical, tailored workforce solutions.

A key part of the role involves managing Entry Level Programs, helping junior staff gain on-the-job experience alongside formal education and training. You'll understand how career pathways strengthen talent pipelines and contribute to building future capability.

You will bring strong communication and stakeholder engagement skills, identify skill gaps and drive action. Your ability to influence, negotiate, and resolve issues will ensure alignment and commitment to the workforce strategy.

Working independently under broad direction, you'll report on progress, manage risks, and coach junior staff. You'll contribute to a culture of continuous improvement and innovation.

This role offers high-impact, meaningful work and opportunities to develop your career within the APS. Support, mentoring and professional development will be provided to help you succeed and grow as a strategic workforce leader.

Duties

As an Executive Level 1 Workforce Strategy Manager, your responsibilities may include:

- **Leadership:** Lead, manage, and mentor a small team of workforce planning staff, fostering capability development and collaboration.

- **Data-Driven Insights:** Analyse workforce data to identify trends, risks, and opportunities. Provide evidence-based advice on workforce planning, market trends, and best practices.
- **Innovative Way to Recruit:** Collaborate with external providers to design and implement modern recruitment approaches, including social media campaigns and direct recruitment strategies.
- **Entry-Level Program Management:** Manage one or more of the Division's Entry Level Programs, supporting junior talent through structured work and learning experiences.
- **Strategic Thinking:** Draft and contribute to workforce strategies, decision papers, roadmaps, executive briefs, and stakeholder communications.
- **Career Pathways:** Design and maintain career pathways across the Division. Assess learning and development needs and work with business units to close skill gaps.
- **Continuous Improvement:** Identify and lead opportunities to improve workforce strategy and planning processes using both quantitative and qualitative analysis.
- **Policy and Strategy Development:** Contribute to policy and strategic planning, with awareness of the organisational context and sensitivities.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Essential

- Knowledge of HR in a large organisation
- Knowledge of one of the following in a large organisation:
 - workforce strategy
 - organisational design and capability development
 - employee experience,
 - people and skills management.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Jordan Hupfield, (02) 6240 9559
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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